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UNION PACIFIC SYSTEM

UNION PACIFIC RAILROAD COMPANY
OREGON SHORT LINE RAILROAD COMPANY
OREGON-WASHINGTON RAILROAD & NAVIGATION COMPANY
LOS ANGELES & SALT LAKE RAILROAD COMPANY

THE ST. JOSEPH & GRAND ISLAND RAILWAY COMPANY

RULES AND INSTRUCTIONS OF THE TRANSPORTATION DEPARTMENT

EFFECTIVE, OCTOBER 1ST, 1919

No. 40899

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Union Pacific Railroad Company.

The rules herein set forth govern the railroads operated by the Union Pacific System.

They take effect October 1st, 1919, superseding all previous rules and instructions inconsistent therewith.

Special instructions may be issued by proper authority.

W. M. JEFFERS, General Manager,
Union Pacific Railroad Company,
The St. Joseph & Grand Island Ry. Co.

H. V. PLATT, General Manager,
Oregon Short Line Railroad Company.

J. P. O'BRIEN, General Manager,
Oregon-Washington R. R. and Nav. Co.

F. H. KNICKERBOCKER, General Manager,
Los Angeles & Salt Lake Railroad Co.

GENERAL NOTICE.

Safety is of the first importance in the discharge of duty.

Obedience to the rules is essential to safety.

To enter or remain in the service is an assurance of willingness to obey the rules.

The service demands the faithful, intelligent and courteous discharge of duty.

To obtain promotion capacity must be shown for greater responsibility.

GENERAL RULES.

A. Employes whose duties are prescribed by these rules must provide themselves with a copy. Employes whose duties are in any way affected by the time-table must have a copy of the current time-table with them while on duty.

B. Employes must be conversant with and obey the rules and special instructions. If in doubt as to their meaning they must apply to proper authority for an explanation.

C. Employes must pass the required examinations.

D. Persons employed in any service on trains are subject to the rules and special instructions.

E. Employes must render every assistance in their power in carrying out the rules and special instructions and must report to the proper official any violation thereof.

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F. Accidents, detention of trains, failure in the supply of water or fuel, or defects in the track, bridges or signals, must be promptly reported by wire to the proper official.

G. The use of intoxicants by employes while on duty is prohibited. Their use, or the frequenting of places where they are sold is sufficient cause for dismissal.

H. The use of tobacco by employes while on duty in or about passenger stations, or on passenger cars, is prohibited.

J. Employes on duty must wear the prescribed badge and uniform and be neat in appearance.

K. Employes and others authorized to transact business at stations or on or about trains must be orderly and avoid annoyance to patrons.

L. In case of danger to the railroad's property employes must unite to protect it.

DEFINITIONS.

ENGINE.—A locomotive propelled by any form of energy.

MOTOR.—A car propelled by any form of energy.

TRAIN.—An engine, or motor, or more than one engine, or motor, coupled, with or without cars, displaying markers.

REGULAR TRAIN.—A train authorized by a time-table schedule.

SECTION.—One of two or more trains running on the same schedule displaying signals or for which signals are displayed.

EXTRA TRAIN.—A train not authorized by a time-table schedule. It may be designated as—

Extra—for any extra train, except work extra;
Work extra—for work train extra.

SUPERIOR TRAIN.—A train having precedence over another train.

TRAIN OF SUPERIOR RIGHT.—A train given precedence by train order.

TRAIN OF SUPERIOR CLASS.—A train given precedence by time-table.

TRAIN OF SUPERIOR DIRECTION.—A train given precedence in the direction specified by time-table as between opposing trains of the same class.

TIME-TABLE.—The authority for the movement of regular trains subject to the rules. It contains the classified schedules of trains with special instructions relating thereto.

SCHEDULE.—That part of a time-table which prescribes class, direction, number and movement for a regular train.

DIVISION.—That portion of a railroad assigned to the supervision of a superintendent.

SUBDIVISION.—A portion of a division designated by time-table.

MAIN TRACK.—A track extending through yards and between stations, upon which trains are operated by time-table or train order, or both, or the use of which is governed by block signals.

SINGLE TRACK.—A main track upon which trains are operated in both directions.

DOUBLE TRACK.—Two main tracks, upon one of which the current of traffic is in a specified direction, and upon the other in the opposite direction.

CURRENT OF TRAFFIC.—The movement of trains on a main track, in one direction, specified by the rules.

STATION.—A place designated on the time-table by name, at which a train may stop for traffic; or to enter or leave the main track; or from which fixed signals are operated.

SIDING.—A track auxiliary to the main track for meeting or passing trains.

FIXED SIGNAL.—A signal of fixed location indicating a condition affecting the movement of a train.

Note to Definition of Fixed Signal.—The definition of a "Fixed Signal" covers such signals as slow boards, stop boards, yard limits, switch, train order, block, interlocking, semaphore, disc, ball or other means for displaying indications that govern the movement of a train.

YARD.—A system of tracks within defined limits provided for the making up of trains, storing of cars and other purposes, over which movements not authorized by time-table, or by train order, may be made, subject to prescribed signals and rules, or special instructions.

YARD ENGINE.—An engine assigned to yard service and working within yard limits.

PILOT.—An employe assigned to a train when the engineman or conductor, or both, are not fully acquainted with the physical characteristics or rules of the railroad, or portion of the railroad, over which the train is to be moved.

TRAIN REGISTER.—A book or form which may be used at designated stations for registering signals displayed, the time of arrival and departure of trains and such other information as may be prescribed.

EACH OF THE FOLLOWING RULES ARE FOR BOTH SINGLE TRACK AND DOUBLE TRACK EXCEPT WHEN OTHERWISE SPECIFIED.

STANDARD TIME.

1. Standard Time obtained from the Naval Observatory at Washington, D. C., will be transmitted to all points from designated offices daily at 11 A. M. Central time, 10 A. M. Mountain time and 9 A. M. Pacific time.

1 (A). Operators must set their clocks when Standard Time is transmitted.

2. Watches that have been examined and certified to by a designated inspector must be used by trainmasters, road foremen of engines, general roadmasters, roadmasters, supervisors of bridges and buildings and their assistants, supervisors of signals and their assistants, conductors, enginemen, brakemen, flagmen, train porters (when they perform the duties of brakemen or flagmen), firemen, yardmasters, engine foremen, hostlers, agents, operators, interlocking repairmen and signalmen, track foremen, bridge and building foremen, signal foremen and signal maintainers. The certificate in prescribed form must be renewed and filed with the Superintendent every six months.

(Form of Certificate.)

Certificate of Watch Inspector.

This is to certify that on.....19.....
the watch of.....
employed as.....
on the.....
was examined by me. It is correct and reliable, and, with proper care, should run within a variation of thirty seconds per week.
Name of maker.....
Grade.....
Number of movement.....
Open or hunting case.....
Metal of case.....
Signed.....
Inspector.
Address.....

2 (A). In addition to the inspection of watches every six months, a comparison of the watches of conductors, enginemen, brakemen, flagmen, train porters (when they perform the duties of brakemen or flagmen), firemen, yardmasters and engine formen must be made once in every fifteen days by a designated inspector. Watch Inspector Card Form 2821, showing record of this comparison must be kept at hand to be presented to officials upon request.

3. Watches of conductors, enginemen, yardmasters, and engine foremen must be compared before commencing each day's work, with a clock designated by time-table as a standard clock. The time when watches are compared must be registered on a prescribed form.

3 (A). After comparing with a standard clock and before commencing each day's work conductors and engine foremen must compare their watches with those of their enginemen. At their first opportunity, conductors will compare with their brakemen, flagmen, train porters (when they perform the duties of brakemen or flagmen), and enginemen with their firemen, and on freight trains with their head brakemen.

3 (B). At stations where there is not a standard clock, the watches of operators must be compared with the train dispatcher, before commencing each day's work.

3 (C). Conductors, yardmasters, engine foremen and enginemen, whose duties prevent them from having access to a standard clock, must compare their watches with the train dispatcher before commencing each day's work.

TIME-TABLES.

4. Each time-table, from the moment it takes effect, supersedes the preceding time-table, and its schedules take effect on any subdivision, at the leaving time at their initial stations on such subdivision. But when a schedule of the preceding time-table corresponds in number, class, day of leaving, direction, and initial and terminal stations with a schedule of the new time-table, a train authorized by the preceding time-table will retain its train orders and assume the schedule of the corresponding number of the new time-table.

Schedules on each subdivision, date from their initial stations on such subdivision.

Not more than one schedule of the same number and day shall be in effect on any subdivision.

4 (A). Train dispatchers must obtain receipt for a new time-table from all conductors and enginemen from 24 hours prior to, and for six days after its taking effect, and at all times from conductors and enginemen of other railroads, newly employed and promoted men, and from men from other subdivisions, on a "31" train order reading, "I have time-table No..... taking effect.....M.....19....."

5. Not more than two times are given for a train at any station;where one is given, it is, unless otherwise indicated, the leaving time; where two, they are the arriving and the leaving time.

The time applies to the switch where an inferior train enters the siding; where there is no siding it applies to the place from which fixed signals are operated; where there is neither siding nor fixed signal, it applies to the place where traffic is received or discharged.

Schedule meeting or passing stations are indicated by figures in full-faced type.

Both the arriving and leaving time of a train are in full-faced type when both are meeting or passing times, or when one or more trains are to meet or pass it between those times.

Where there are one or more trains to meet or pass a train between two times, or more than one train to meet a train at any station, attention is called to it by a heavy dash under the figures, thus: 5.45.

When trains are to be met or passed at a siding extending between two adjoining stations, the time at each end of the siding will be shown in full-faced type.

6. The following signs when placed before the figures of the schedule indicate:

"s"—regular stop;

"f"—flag stop to receive or discharge passengers or freight;

"L"—leave;

"A"—arrive.

6 (A). The following signs when placed at the left of the station name indicate:

"D"—day operator;

"N"—night operator;

"DN"—day and night operator;

"R"—train register.

The following signs when placed at the left of the page of the time-table indicate:

"W"—water station;

"F"—fuel station;

"I"—interlocking plant;

"T"—turn table;

"Y"—wye;

"O"—track scales;

"P"—telephone.

SIGNALS.

7. Employes whose duties may require them to give signals, must provide themselves with the proper appliances, keep them in good order and ready for immediate use.

7 (A). When practicable, all signals by hand must be given on the engineman's side; flag and lamp signals (when not by hand), fusees and torpedoes must also be placed on that side, but they must be respected when received from or found on either side. (See Rule 888.)

8. Flags of the prescribed color must be used by day, and lights of the prescribed color by night.

9. Day signals must be displayed from sunrise to sunset, but when day signals cannot be plainly seen, night signals must be used in addition.

Night signals must be displayed from sunset to sunrise.

10. COLOR SIGNALS.

COLOR.	INDICATION.
(*a*) Red.	Stop. (See Rule 15A.)
(*b*) Yellow.	Proceed with caution, and for other uses prescribed by the Rules.
(*c*) Green.	Proceed, and for other uses prescribed by the Rules.
(*d*) Green and White.	Flag stop. See Rule 28.
(*e*) Blue.	See Rule 26.
(*f*) Purple.	Stop. (Night indication for derail switches on sidings and for dwarf signals.)

10 (*g*). A yellow flag by day, and in addition a yellow light by night, placed on the engineman's side of the track, indicates that the track one-half mile distant is in condition for a speed of not more than ten miles an hour, unless a different speed is specified by train order, bulletin or time-table. A green flag by day, and in addition, a green light by night, placed on the engineman's side of the track, indicates that the slow track has been passed. The entire train must pass over the designated territory at the speed required, and

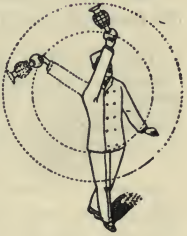
the flagman will give proceed signal when the rear of train has passed the green flag or light.

11. A fusee on or near the track burning red must not be passed until burned out; when burning yellow it is a signal to reduce speed and look out for train ahead or obstruction.

11 (A). Fusees must not be placed where fire can be communicated to structures or cars, nor on public road crossings.

12. HAND, FLAG AND LAMP SIGNALS.

MANNER OF USING.	INDICATION.	
(*a*) Swung across the track.	*Stop.*	
(*b*) Held horizontally at arm's length when train is moving.	*Reduce Speed.*	

Manner of Using.	Indication.
(*c*) Raised and lowered vertically.	*Proceed.*
(*d*) Swung vertically in a circle at half arm's length across the track when the train is standing.	*Back.*
(*e*) Swung vertically in a circle at arm's length across the track when the train is running.	*Train has parted.* 
(*f*) Swung horizontally above the head when the train is standing.	*Apply air brakes.*

Manner of Using.	Indication.
(*g*) Held at arm's length above the head when the train is standing.	*Release air brakes.*

(*h*) Signals must be given from a point where they can be plainly seen, and in such a way that they cannot be misunderstood. If there is doubt as to the meaning of a signal, or as to who it is intended for, it must be regarded as a stop signal and not further acted upon until advised verbally.

13. Any object waved violently by anyone on or near the track is a signal to stop.

14. Engine and Motor Whistle Signals.

Note.—The signals prescribed are illustrated by "o" for short sounds; "——" for longer sounds. The sound of the whistle should be distinct, with intensity and duration proportionate to the distance signal is to be conveyed.

Sound.	Indication.
(*a*) o	Apply brakes. Stop.
(*b*) —— ——	Release brakes. Proceed. See also Rule 84 (A).
(*c*) —— o o o	Flagman protect rear of train.
(*d*) —— —— —— ——	Flagman may return from west, as prescribed by Rule 99.
(*e*) —— —— —— —— ——	Flagman may return from east, as prescribed by Rule 99.

Sound.	Indication.
(*f*) — — —	When running, train parted; to be repeated until answered by the signal prescribed by Rule 12 (*e*). Answer to 12 (*e*).
(*g*) o o	Answer to any signal not otherwise provided for.
(*h*) o o o	When train is standing, back. Answer to 12 (*d*) and 16 (*c*).
	When train is running, answer to 16 (*d*) and 16 (*m*).
(*j*) o o o o	Call for signals.
(*k*) — o o	To call the attention of yard engines, extra trains or trains of the same or inferior class or inferior right to signals displayed for a following section.
	If not answered by a train the train displaying signals must stop, ascertain the cause, notify them that there is a section following and make report of failure to answer the signal.
(*l*) — — o o	Approaching public crossings at grade, tunnels and obscure curves.

Sound.	Indication.
(*m*) ————————	Approaching stations, junctions, railroad crossings at grade and mail cranes located between stations.
(*o*) o ——	Inspect train line for leak or brakes sticking.
(*p*) Succession of short sounds.	Alarm for persons or live stock on the track.
(*q*) o o o ——	Flagman protect front of train.
(*r*) — — — — o	Flagman may return from west on branch or auxiliary line, as prescribed by Rule 99.
(*s*) — — — — — o	Flagman may return from east on branch or auxiliary line, as prescribed by Rule 99.
(*t*) o o ——	Transfer of air.

(*u*) The long sounds prescribed by (*l*) must be clear and distinct; they must be of such length and with such space between all the sounds, that the signal will be completed by beginning with the first of the long sound at the whistling post and ending with the last short sound immediately before reaching the crossing. The short sounds must be short and sharp.

15. The explosion of one torpedo is a signal to stop; the explosion of two, not more than two rail lengths apart, is a signal to reduce speed, and look out for a train ahead or obstruction.

15 (A). When a train has been stopped by the explosion of one torpedo, or by a red flag or a

red light, and when, after a reasonable effort has been made to ascertain the cause, it is found that there is no one there to explain, the train may proceed, running very carefully for at least one-half mile, looking out for an obstruction on the track, broken rail or any defect which would make it unsafe for a train to pass over, and if the conditions are such that it cannot be plainly seen that it is safe for the train to proceed, a flagman must be sent ahead.

If the explosion of one torpedo has caused the stop, another torpedo need not be put down in its place, but if the stop was caused by a red flag or a red light on the track, it must be replaced where found.

16. COMMUNICATING SIGNALS.

SOUND.	INDICATION.
(*a*) oo	When standing, start.
(*b*) oo	When running, stop at once.
(*c*) ooo	When standing, back the train.
(*d*) ooo	When running, stop at next passenger station.
(*e*) oooo	When standing, apply or release air brakes.
(*f*) oooo	When running, reduce speed.
(*g*) ooooo	When standing, recall flagman.
(*h*) ooooo	When running, increase speed.
(*j*) oooooo	When running, decrease train heat.
(*k*) ooooooo	When running, increase train heat.

(*m*) When a train, equipped with a communicating signal appliance, approaches a schedule meeting point with a train of the same or superior class, or a point where by train order the train is to meet or wait for an opposing train, the conductor must give one short sound of the air whistle immediately after passing the station whistling post, which the engineman must acknowledge by three short sounds of the steam whistle.

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17. On single track, the headlight will be displayed to the front of every train by night, but must be concealed when a train turns out to meet another and has stopped clear of main track, or is standing to meet trains at junctions.

D-17. On double track, the headlight will be displayed to the front of every train by night, but must be concealed when a train is standing to meet trains at the end of double track or at junctions.

17 (A). When an engine is running backward a white light must displayed by night on the rear of the tender.

17 (B). When the headlight fails a white light must be used by night, in its place and report made to the train dispatcher.

18. Yard engines will display the headlight to the front and rear by night. When not provided with a headlight at the rear, a white light must be displayed. Yard engines will not display markers.

19. On single track, the following signals will be displayed, one on each side of the rear of every train, as markers, to indicate the rear of the train: By day, marker lamps (not lighted): By night, green lights to the front and side and red lights to the rear; except when

the train is clear of the main track, when green lights must be displayed to the front, side and rear.

D-19. On double track, the following signals will be displayed, one on each side of the rear of every train, as markers, to indicate the rear of the train: By day, marker lamps (not lighted): By night, green lights to the front and side and red lights to the rear; except when the train is clear of the main track, when green lights must be displayed to the front, side and rear, and except when a train is turned out against the current of traffic, when green lights must be displayed to the front and side, a green light to the rear on the side next to the main track on which the current of traffic is in the direction the train is moving, and a red light to the rear on the opposite side.

19 (A). When a branch main track parallels a main track of a superior route at a junction station, the train occupying the branch main track by night, when clear of the superior route will display green lights to the front and side, a green light to the rear on the side next to the main track of the superior route, and a red light to the rear on the opposite side.

19 (B). By night freight trains will, in addition to markers, display a light in cupola of the caboose, showing green to the front and red to the rear, except when the train is clear of the main track, when a green light must be displayed to the front and rear.

19 (C). A train equipped with train indicators must not leave its initial station without the indication properly displayed. When the identity of a train is changed, the indicators must be changed to correspond. Before making such change, the safety of other trains must be fully considered.

COMMON STANDARD—SINGLE ROW—INDICATOR.

2 for Train No. 2.
1-2 for First 2.
X-162 for Extra 162.

19 (D). On arrival at terminals, markers, cupola light and indicators must not be removed until the train has been taken charge of by the yard men, or is clear of main track.

19 (E) When an engine is standing or moving about yards at night under conditions not requiring display of markers, a red light must be displayed on the rear of the tender.

20. All sections except the last will display two green flags, and, in addition, two green lights by night, in the places provided for that purpose on the front of the engine.

21. Extra trains will display two white flags, and, in addition, two white lights by night, in the places provided for that purpose on the front of the engine.

22. When two or more engines are coupled, each engine shall display the signals as prescribed by Rules 20 and 21.

22 (A). When a train has more than one engine, the air will be handled by the leading engine; Rules 30 and 31, apply to the leading engine only, all other rules apply to each engine.

23. On single track, one flag or light displayed where in Rules 19, 20 and 21 two are prescribed will indicate the same as two; but the proper display of all train signals is required.

D-23. On double track, one flag or light displayed where in Rules 20 and 21 two are prescribed will indicate the same as two; but the proper display of all train signals is required.

24. When cars are pushed by an engine, except when shifting or making up trains in yards, a white light must be displayed on the front of the leading car by night.

25. Each car of a passenger train must be connected with the engine by a communicating signal appliance.

26. A blue signal, displayed at one or both ends of an engine, car or train, indicates that workmen are under or about it; when thus protected it must not be coupled to or moved. Workmen will display the blue signals and the same workmen are alone authorized to remove them. Other cars must not be placed on the same track so as to intercept the view of the blue signals, without first notifying the workmen.

USE OF SIGNALS.

27. A signal imperfectly displayed, or the absence of a signal at a place where a signal is usually shown, must be regarded as the most restrictive indication that can be given by that signal, and the fact reported to the train dispatcher. Conductors and enginemen using a switch where the switch light is imperfectly displayed or absent, must also, if practicable, correct or replace the light; they will not be required to relight it.

28. A green and white signal will be used to stop a train only at the flag stations indicated on its schedule. When it is necessary to stop a train at a point that is not a flag station on its schedule, a red signal must be used.

29. When a signal, except a fixed signal, is given to stop a train, it must, unless otherwise provided, be acknowledged as prescribed by Rule 14 (*g*) or (*h*).

30. The engine-bell must be rung when an engine is about to move and while approaching

and passing public crossings at grade, stations, tunnels and snowsheds.

31. The whistle must be sounded at all places where required by rule or by law.

32. The unnecessary use of either the whistle or the bell is prohibited.

33. Watchmen stationed at highway crossings must use stop signals when necessary to stop trains. They will use green signals to stop highway traffic, unless otherwise instructed.

34. The engineman and fireman must, when practicable, communicate to each other by its name the indication of all signals affecting the movement of their train.

35. The following signals will be used by flagmen:

Day signals—A red flag,
Torpedoes and
Fusees.

Night signals—A red light,
A white light,
Torpedoes and
Fusees.

SUPERIORITY OF TRAINS.

71. On single track, a train is superior to another train by right, class or direction.

Right is conferred by train order; class and direction by time-table.

Right is superior to class or direction.

Direction is superior as between trains of the same class.

D-71. On double track, a train is superior to another train by right or class.
Right is conferred by train order; class by time-table.
Right is superior to class.

72. On single track, trains of the first class are superior to those of the second; trains of the second class are superior to those of the third; and so on.

Trains in the direction specified by the time-table are superior to trains of the same class in the opposite direction.

D-72 On double track, trains of the first class are superior to those of the second; trains of the second class are superior to those of the third; and so on.

73. Extra trains are inferior to regular trains.

MOVEMENT OF TRAINS.

82. Time-table schedules, unless fulfilled, are in effect for twelve hours after their time at each station.

Regular trains more than twelve hours behind either their schedule arriving or leaving time at any station lose both right and schedule, and can thereafter proceed only as authorized by train order.

83. A train must not leave its initial station on any subdivision, or a junction, or pass from double to single track, until it has been ascertained whether all trains due, which are superior, or of the same class, have arrived or left.

Stations at which train registers are located may be designated by time-table.

83 (A). A train must not leave its initial station on any subdivision without a clearance card (Form 2643).

83 (B). The information called for must be properly inscribed on train registers by those acting in the capacity of conductor, unless relieved of such duty, in which case registering

ticket, Form 2642, may be accepted by the operator, who will register for the conductor. Enginemen, before leaving stations where train registers are located, will require from the conductors, Form 2529 showing the numbers of all trains due, which are superior, or of the same class, that have arrived or left.

83 (C). In starting trains from a point where there is no train register, or when the conductor and enginemen have been relieved of the duty of ascertaining what trains have arrived or left, the following form of train order will be used: "At six fifty 6 50 A M all overdue westward first class trains except No 85 have passed C" or: "have arrived or left," as circumstances may require.

83 (D). Bulletins will be posted in books or on boards provided for that purpose located at places accessible to trainmen, enginemen and yardmen. They must be examined before the commencement of each day's work by conductors, enginemen, brakemen, flagmen, train porters (when they perform the duties of brakeman or flagman), firemen and yardmen. Failure to do so will not be accepted as an excuse for neglect, or violation of instructions contained thereon.

84. A train must not start until the proper signal is given.

84 (A). On freight trains approaching sidings, the conductor will, if everything is all right, signal the engineman to proceed. This will be answered by 14 (*b*).

85. When a train of one schedule is on the time of another schedule of the same class in

the same direction, it will proceed on its own schedule.

Trains of one schedule may pass trains of another schedule of the same class, and extra trains may pass and run ahead of second and third class trains and extra trains.

A section may pass and run ahead of another section of the same schedule, first exchanging train orders, signals and numbers with the section to be passed. The change in sections must be reported from the next available point of communication.

86. Unless otherwise provided, an inferior train must clear the time of a superior train, in the same direction, not less than ten minutes; but must be clear at the time a first-class train, in the same direction, is due to leave the next station in the rear where time is shown.

87. On single track, an inferior train must keep out of the way of opposing superior trains and failing to clear the main track by the time required by rule must be protected as prescribed by Rule 99.

Extra trains must clear the time of opposing regular trains not less than five minutes unless otherwise provided, and will be governed by train orders with respect to opposing extra trains.

88. On single track, at meeting points between trains of the same class, the inferior train must clear the main track before the leaving time of the superior train.

At meeting points between extra trains, the train in the inferior time-table direction must take the siding unless otherwise provided.

Trains must pull into the siding when practicable; if necessary to back in, the train must

first be protected as prescribed by Rule 99, unless otherwise provided.

89. On single track, at meeting points between trains of different classes the inferior train must take the siding and clear the superior train at least five minutes, and must pull into the siding when practicable. If necessary to back in, the train must first be protected as prescribed by Rule 99, unless otherwise provided.

90. On single track, trains must stop at schedule meeting points, if the train to be met is of the same class unless the switch is right and the track is clear.

When the expected train of the same class is not found at the schedule meeting point, the superior train must approach all sidings prepared to stop, until the expected train is met.

Trains must stop clear of the switch used by the train to be met in going on the siding.

91. Unless some form of block signals is used, trains in the same direction must keep at least ten minutes apart, except in closing up at stations.

91 (A). Trains must approach all stations where the view is obscured at a rate of speed that will enable them to stop should an emergency arise.

Responsibility for collision rests with the following train, but this does not relieve the leading train from protecting itself.

92. A train must not arrive at a station in advance of its schedule arriving time.

A train must not leave a station in advance of its schedule leaving time.

93. Within yard limits the main track may be used, protecting against first-class trains.

All trains and engines must move within yard limits prepared to stop unless the main track is seen or known to be clear.

94. A train which overtakes another train so disabled that it cannot proceed will pass it, if practicable, and if necessary will assume the schedule and take the train orders of the disabled train, proceed to the next available point of communication, and there report to the train dispatcher. The disabled train will assume the right or schedule and take the train orders of the last train with which it has exchanged, and will, when able, proceed to and report from the next available point of communication.

On single track, when a train, unable to proceed against the right or schedule of an opposing train, is overtaken between communicating stations by an inferior train or a train of the same class having right or schedule which permits it to proceed, the delayed train may, after proper understanding with the following train, precede it to the next available point of communication, where it must report to the train dispatcher. When opposing trains are met under these circumstances, it must be fully explained to them by the leading train that the expected train is following.

95. Two or more sections may be run on the same schedule.

Each section has equal time-table authority.

A train must not display signals for a following section, except as prescribed by Rule 85, without orders from the train dispatcher.

96. On single track, when necessary to drop a last section at a station where there is [no

train register the train dispatcher must authorize the preceding section to display signals to a station where all trains are required to register and annul the following section from the station at which it is discontinued.

97. On single track, extra trains must not be run without train orders.

D-97. On double track, extra trains may be run without train orders upon receipt of a clearance card addressed as such.

On subdivisions which are part single track and part double track, when the train is moving toward the single track, the clearance card is authority to run extra only to the end of that section of double track.

Work extras must not be run without train orders, and must move with the current of traffic unless otherwise directed.

98. Trains must approach the end of double track, junctions, railroad crossings at grade, and drawbridges, with caution. Where required by rule or by law, trains must stop.

Trains using a siding must proceed with caution, expecting to find it occupied by other trains.

99. When a train stops, except when clear of the main track, the flagman must go back immediately with flagman's signals, a sufficient distance to insure full protection. One-half mile from the rear of his train he will place one torpedo on the rail, continuing back three-fourths of a mile from the rear of his train he will place two torpedoes on the rail, two rail lengths apart. He may then return to the single torpedo where he must remain until relieved by another flagman or is recalled by the whistle of his engine. When whistle signal has been given to recall the flagman and safety to the train will permit, he may return after removing the one torpedo. When the conditions require he will leave a lighted fusee.

During foggy or stormy weather, in the vicinity of obscure curves or descending grades, or when other conditions require it the flagman will increase the distance, placing two torpedoes at every one-fourth mile after having placed the one.

The front of the train must be protected in the same way when necessary.

Should a train be seen or heard approaching before the flagman has reached the required distance, he must, at once place one torpedo on the rail, and if it is by night or during foggy or stormy weather, he must display a red fusee, in addition, and continue in the direction of the approaching train.

If the flagman is recalled before reaching the required distance he will, if necessary, place two torpedoes on the rail, two rail lengths apart by day, and by night or during foggy or stormy weather display a fusee in addition, to protect his train while returning.

When a train is moving under circumstances in which it may be overtaken by another train, the flagman must take such action as may be necessary to insure full protection. By night, or by day when the view is obscured, lighted fusees must be thrown off at proper intervals.

When a train is flagged, the engineman must obtain a thorough explanation of the cause, stopping if necessary.

When day signals cannot be plainly seen, owing to weather or other conditions, night signals must also be used.

Conductors and enginemen are responsible for the protection of their trains.

Flagman's signals:

Day Signals—A red flag, ten torpedoes, three red and three yellow fusees.

Night Signals—A red light, a white light, ten torpedoes, three red and three yellow fusees.

99 (A). Other duties must not be permitted to interfere with the proper protection of the train.

99 (B). When the train requires protection, the engineman must immediately sound the whistle signal for the flagman, and if necessary, repeat the signal until protection is assured.

99 (C). A flagman must always be stationed on the rear car of every train while in motion; on passenger trains he will get on and off the front platform of the rear car when practicable, and must not, except when necessary, disturb the occupants, nor ride in the observation end, of observation or special cars, except at times when that end is not occupied.

99 (D). On single track, when a flagman is sent out with instructions affecting a train's authority to proceed, three copies of the instructions (Form 2511) must be made, one copy to be given to the flagman, one copy to the engineman of the train he is sent on (if sent on a train), and the other copy to be retained by the conductor who will send it to the proper official with his train orders. When a flagman is sent to a siding on a train, he will ride on the engine and the engineman must stop and let him off at the first switch at the station to which he is sent.

100. When the flagman goes back to protect the rear of the train, the conductor or the next brakeman must, in the case of passenger trains, and the next brakeman in the case of other trains, take his place on the train.

101. Trains must be fully protected against any known condition which interferes with their safe passage at normal speed.

When conditions are found which may interfere with the safe passage of trains at normal speed and no protection has been provided, such action must be taken as will insure safety.

101 (A). When overtaken by severe storms or indication of high water which threatens damage, trains must proceed with caution, so that they can be stopped in time to prevent accident, and if in doubt as to being able to proceed safely, place train on siding and remain there until it is safe. Conductors and enginemen must make careful inquires at all stopping places, and when thought advisable make extra stops to ascertain the extent and severity of storms; examine bridges and culverts or other places subject to damage by high water, and if they find any indication of danger, must report by wire to the train dispatcher.

101 (B). During foggy or stormy weather no attempt must be made to recover lost time, and trains must approach switches and signals prepared to stop unless they are in proper position.

101 (C). Train men and engine men must observe employes as they pass them and look out for signals from them.

102. On single track, if a train should part while in motion, trainmen must, if possible, prevent damage to the detached portions. The signals prescribed by Rules 12 (*e*) and 14(*f*) must be given.

The detached portion must not be moved or passed until the front portion comes back.

D-102. On double track, if a train should part while in motion, trainmen must, if possible, prevent damage to the detached portions. The signals prescribed by Rules 12 (e) and 14 (f) must be given.

The detached portion must not be moved or passed until the front portion comes back.

The engineman and trainmen of the front portion must give the train-parted signal to trains running on the opposite track. A train receiving this signal or being otherwise notified that a train on the opposite track has parted, must immediately reduce speed and proceed with caution until the separated train is passed.

When a train is disabled so it may obstruct the opposite track, trains on that track must be stopped.

103. When cars are pushed by an engine, except when shifting or making up trains in yards, a trainman must take a conspicuous position on the front of the leading car.

104. Switches must be left in proper position after having been used. Conductors are responsible for the position of the switches used by them and their trainmen, except where switchtenders are stationed, but, when practicable, the engineman must see that the switches nearest the engine are properly set.

A switch must not be left open for a following train unless in charge of a trainman of such train.

104 (A). Main track switches must be locked while trains are passing over them.

Employes, in alighting from a train to change a switch, must get off on the opposite side of the train from the switch stand, when it will not endanger their safety by doing so.

Employes must take position on the opposite side of the track from the switch stand, or at least twenty feet away from the switch, while trains are passing.

After using a switch, it must be seen that the switch point is closed against the stock rail.

Neither switch to a cross-over between main tracks, shall be unlocked while a train is passing on either track.

Main track switches and those required by rule or special instructions, must be left locked after they have been used.

If a switch lock is missing or found to be defective, a new one must be supplied. If this cannot be done a report must be made to the train dispatcher.

104 (B). If a rigid split switch is run through it is thereafter unsafe and must be protected.

If an engine or a car is run partially through a split switch, the entire movement must be continued; to reverse would result in derailment.

Split switches damaged in this way must be spiked unless the section foreman is on hand and takes charge.

104 (C). Running switches must not be made when practicable to avoid doing so. The train must be brought to a stop before the movement is commenced, and there must be a man on the car at the brake before the car is uncoupled.

104 (D). Except while being used, derail switches must be kept in derailing position and locked, whether there are cars on the track they protect or not. When cars are left on tracks not provided with derail switches, the wheels must be blocked, or other effective precaution taken against cars running out on main track. All employes must be on the lookout for derail switches on all sidings or side tracks.

105. Both the conductor and the engineman are responsible for the safety of the train and the observance of the rules, and, under conditions not provided for by the rules, must take every precaution for protection.

106. When a passenger, mail or express train is standing at a station, or is starting to leave a station, all other trains must stop outside of depot platform, and remain there until the other train has moved clear of the depot platform, and until all persons have had ample time to get across the track, except that when a passenger, mail or express train is delayed after having done their station work, the conductor will notify the train that is waiting for the station ground to clear that his train will be further delayed, after which the train so notified may pass, by sending a flagman immediately ahead of the engine and following him very carefully.

107. In case of doubt or uncertainty the safe course must be taken.

D-151. On double track, trains must keep to the right, unless otherwise provided.

152. A speed of 15 miles an hour must not be exceeded when using cross-overs or turn-outs.

D-152. On double track, when a train crosses over to, or obstructs the other track, unless otherwise provided it must first be protected as prescribed by Rule 99 in both directions on that track.

D-152 (A). On double track, trains moving against the current of traffic must not exceed a speed of 30 miles an hour, and must stop at railroad crossings at grade whether protected by interlocking plant or not.

D-153. On double track, when one of the tracks is obstructed, and it is necessary to move trains against the current of traffic, if unable to communicate with the train dispatcher, the first conductor reaching the point of obstruction will station one of his men at the first cross-over east and west of the obstruction with written instructions to hold all trains. This conductor will then pilot trains in both directions, between the cross-overs, either by going with his engine ahead of the train being piloted, or by riding on the train.

This is to be known as the "Human Staff System," and the train dispatcher will have no control over such movements.

RULES FOR MOVEMENT BY TRAIN ORDERS.

201. For movements not provided for by time-table, train orders will be issued by authority and over the signature of the train dispatcher. They must contain neither information nor instructions not essential to such movements.

They must be brief and clear; in the prescribed forms when applicable; and without erasure, alteration or interlineation.

Figures in train orders must not be surrounded by brackets, circles or other characters.

202. Each train order must be given in the same words to all employes or trains addressed.

203. Train orders must be numbered consecutively each day, beginning at midnight.

204. Train orders must be addressed to those who are to execute them, naming the place at which each is to receive his copy. Those for a train must be addressed to the conductor and engineman, and also to any one who acts as its pilot. A copy for each employe addressed must be supplied by the operator.

Orders addressed to operators restricting the movement of trains must be respected by conductors and enginemen the same as if addressed to them.

204 (A). The rear trainman, and, when a train has more than one engine, each engineman must be provided with copies of all train orders and clearance cards.

205. Each train order must be written in full in a book provided for the purpose at the office of the train dispatcher; and with it recorded the

names of those who have signed for the order; the time and the signals which show when and from what offices the order was repeated and the responses transmitted; and the train dispatcher's initials. These records must be made at once, and never from memory or memoranda.

206. In train orders regular trains will be designated as "No 10," and sections as "Second 10." Extra trains will be designated by engine numbers, and the direction as "Extra 798 'East' or 'West' ".

Time will be stated in words and figures; other numbers in figures only.

Even hours must not be used in stating time of day in train orders such as 10 00 a. m.

In transmitting train orders by telephone the names of stations must be plainly pronounced, and then spelled, letter by letter, thus: Aurora, (A-u-r-o-r-a); all numerals, except time, must be pronounced and then duplicated in figures, naming each figure separately, using the word "Oh" for ciphers, thus 105 (1-0-5); time will be spelled and then pronounced, thus: t-w-o t-e-n 2 10 P. M. The letters and figures in parenthesis will not be written in the train order book nor upon train orders.

When train orders are transmitted by telegraph, the train dispatcher must underscore each word as it is being repeated; when by telephone he must write the order as he transmits it and underscore it as it is being repeated.

206 (A). On single track, when engines of different railroads bearing similar numbers are run over the same track, when engine numbers are necessary (such as in extra, signal, or running orders, or to avoid confusion), train orders must show initials of railroads prefixed to engine numbers.

207. To transmit a train order, the signal "31" or the signal "19" followed by the direction must be given to each office addressed, the number of copies being stated, if more or less than four, thus: "31 West, copy 5," or "19 East, copy 2."

Note to Rule 207.—Where forms "31" and "19" are not both in use the signal may be omitted.

208. On single track, a train order to be sent to two or more offices must be transmitted simultaneously to as many of them as practicable. When not sent simultaneously to all, the order must be sent first to the superior train.

The several addresses must be in the order of superiority of trains, each office taking its proper address, and when practicable must (except within block signal limits) include the operator at the meeting or waiting point.

Copies of the order addressed to the operator at the meeting or waiting point must be delivered to the trains affected until all have arrived from one direction.

208 (A). On single track, a train order must not be sent to one of two opposing trains at a point where its superiority is restricted, except at initial stations, if it can be avoided. When an order is so sent, the fact will be stated in the order and special precautions must be taken to insure safety; it must be on "31" form, and it must not be made "complete" to either train until the operator has placed one torpedo on the rail not less than 500 feet from the train order signal in the direction of the approaching train, and the dispatcher has assurance that this has been done. The train which has already received the order must approach carefully expecting to find the track occupied.

208 (B). When a train order is sent to a train at a station at a time not included in the regular hours of the operator, or after the operator has been absent from his office, special precautions must be taken to insure its delivery.

D-208. On double track, a train order to be sent to two or more offices must be transmitted simultaneously to as many of them as practicable. When not sent simultaneously to all, the order must be sent first to the superior train.
The several addresses must be in the order of superiority of trains, each office taking its proper address.

209. Operators receiving train orders must write them in manifold during transmission. If they cannot at one writing make the requisite number of copies, they must make others from one of the copies previously made, and repeat to the train dispatcher from the new copies each time additional copies are made. They must retain a copy of each train order.

209 (A). When additional copies of a train order are made, they must show the same date and other information which the form requires, as is shown on the original copy.

210. When a "31" train order has been transmitted, operators must, unless otherwise directed, repeat it at once from the manifold copy in the succession in which the several offices have been addressed, and then write the time of repetition on the order. Each operator receiving the order should observe whether the others repeat correctly.

Those to whom the order is addressed, except enginemen, must then sign it, and the operator will send their signatures preceded by the number of the order to the train dispatcher. The response "complete", and the time, with the initials of the train dispatcher, will then be given by the train dispatcher. Each operator

receiving this response will then write on each copy the word "complete," the time, and his last name in full, and then deliver a copy to each person addressed, except enginemen. The copy for each engineman and the rear trainman must be delivered to them personally by the conductor. Enginemen must show train orders to firemen and when practicable to forward trainmen.

211. When a "19" train order has been transmitted, operators must, unless otherwise directed, repeat it at once from the manifold copy, in the succession in which the several offices have been addressed. Each operator receiving the order should observe whether the others repeat correctly. When the order has been repeated correctly by an operator, the response "complete," and the time, with the initials of the train dispatcher, will be given by the train dispatcher. The operator receiving this response will then write on each copy the word "complete," the time, and his last name in full, and personally deliver a copy to each person addressed without taking his signature. But when delivery will take the operator from the immediate vicinity of his office, the engineman's and rear trainman's copy will be delivered by the conductor.

When a "19" train order restricting the superiority of a train is issued for it at the point where such superiority is restricted, the train must be brought to a stop before delivery of the order. Enginemen must show train orders to firemen and when practicable to forward trainmen.

211 (A). Conductors must not verbally inform enginemen of the contents of train orders, but must obtain from them an understanding

of all train orders, if practicable, before they are acted upon.

If there should be occasion to do so, brakemen and firemen must remind the conductor or enginemen of the contents of train orders.

211 (B). A "19" train order must not be used for restricting the superiority of a train except in block signal limits, and the "31" form must be used there in the following cases; as required in Rules 4 (A), 208 (A), 217 and 219; when a train order is sent to a train at a point within block signal limits, restricting its superiority at a point not protected by block signals; when moving trains against the current of traffic, as per train order Form D-R and when using a section of double track as single track, as per train order Form D-S.

212. When so directed by the train dispatcher, a train order may be acknowledged before repeating, by the operator responding: "X" (Number of Train Order) to (Train Number)," with the operator's initials and office signal. The operator must then write on the order his initials and the time.

Note to Rule 212.—By operator's "initials" is meant the full initials of his name.

213. "Complete" must not be given to a train order for delivery to an inferior train until the order has been repeated or the "X" response sent by the operator who receives the order for the superior train.

214. When a train order has been repeated or "X" response sent, and before "complete" has been given, the order must be treated as a holding order for the train addressed, but must not be otherwise acted on until "com-

plete" has been given, except as prescribed by Rule 214 (A).

If the line fails before an office has repeated an order or has sent the "X" response, the order at that office is of no effect and must be there treated as if it had not been sent.

214 (A). In case of wire failure, after a train has been held ten minutes for "complete" to a train order which has been repeated, and after a consultation between the conductor, engineman and operator, such action as is thought best in their combined opinion, may be taken.

216. For train orders delivered by the train dispatcher the requirements as to the record and delivery are the same as at other offices.

217. A train order to be delivered to a train at a point not a train order office, or at one at which the office is closed, must be addressed to "C. and E.————————at————————, care of C. and E.————————," and forwarded and delivered by the conductor or other person in whose care it is addressed. When form 31 is used "complete" will be given upon the signature of the person by whom the order is to be delivered, who must be supplied with copies for the conductor and engineman addressed, and a copy upon which he shall take their signatures. This copy he must deliver to the first operator accessible, who must preserve it, and at once transmit the signatures of the conductor and engineman to the train dispatcher.

Orders so delivered must be acted on as if "complete" had been given in the usual way.

For orders which are sent, in the manner herein provided, to a train, the superiority of which is thereby restricted, "complete" must

not be given to an inferior train until the signatures of the conductor and engineman of the superior train have been sent to the train dispatcher.

217 (A). When a train order is sent to a train in care of another train as per Rule 217, it must be addressed in care of the conductor and engineman of the train that is to deliver it. The conductor of the train in whose care it is sent will deliver the order and his engineman must also receive a copy of it.

In such cases a separate clearance card must be sent to the train which is to receive the order; the clearance card to be addressed in the same way the train order is addressed, to "C. and E.——————at—————— care of C. and E.——————."

218. When a train is named in a train order by its schedule number alone, all sections of that schedule are included, and each must have copies delivered to it.

219. Unless otherwise directed an operator must not repeat or give the "X" response to a train order for a train which has been cleared or of which the engine has passed his train order signal until he has obtained the signatures of the conductor and engineman to the order.

220. Train orders once in effect continue so until fulfilled, superseded or annulled. Any part of an order specifying a particular movement may be either superseded or annulled.

Orders held by or issued for or any part of an order relating to a regular train become void when such train loses both right and schedule as prescribed by Rules 4 and 82, or is annulled.

When a conductor or engineman or both, is relieved before the completion of a trip, all train orders and instructions held must be delivered to the relieving conductor or engineman. Such orders or instructions must be compared by the conductor and engineman before proceeding.

220 (A). The first and second paragraphs of Rule 220 must not be applied by operators, to the address of a train order. Each train order must be delivered by the operator, to the train addressed, unless the order is annulled by the train dispatcher.

220 (B). At the end of each trip the conductor must send his train orders and clearance cards to the train rules examiner unless otherwise directed.

221. A fixed signal must be used at each train order office, which shall indicate "stop" when there is an operator on duty, except when changed to "proceed" to allow a train to pass for which there are no orders. A train must not pass the signal while "stop" is indicated, without a clearance card. The signal must be returned to "stop" as soon as a train has passed. It must be fastened at "proceed" only when no operator is on duty.

Operators must have the proper appliances for hand signaling ready for immediate use if the fixed signal should fail to work properly. If a signal is not displayed at a night office, trains which have not been notified must stop and ascertain the cause, and report the facts to the train dispatcher from the next avilable point of communication.

Where the semaphore is used, the arm indicates "stop" when horizontal and "proceed" when in an inclined position. (See Rule 230.)

221 (A). Enginemen in approaching a telegraph station, after whistling for the station, if the signal can be seen, will sound four short blasts of the whistle (14j) for "proceed" signal, and will acknowledge receipt of same by two short blasts of the whistle (14g), and proceed, unless required to stop for other purposes. If "proceed" is not received, train must not proceed without a clearance card. If signal is at "proceed" when engineman comes in sight of it, he will not whistle for "proceed" but must stop and get a clearance card.

Operators in changing the position of the train order signal from "stop" to "proceed", should do so only when the change can be seen by the engineman. If the engineman fails to see the change of the arm or light, he must stop and not proceed until after receiving a clearance card. He must always instantly acknowledge the change in signal to "proceed" by two short blasts of the whistle (14g).

221 (B). Trainmen and enginemen will be governed by the position of the train order signal at telegraph stations during all hours of the day and night. When any station train order signal is fastened at "proceed" position in both directions by day and in addition the light shows "proceed" by night, it indicates that no operator is on duty, and the trainmen and enginemen will be governed accordingly.

221 (C). The conductor, engineman and rear trainman of each train must receive a clearance card (Form 2643) with all train orders, and they must see that it is properly addressed to

their train, and that they receive all the train orders which the clearance card indicates they are to receive.

The operator must show on the clearance card the numbers of all orders he has for the train addressed, and before delivering them to the train he must repeat the numbers of the orders from the clearance card to the train dispatcher, who must write the train and order numbers in his train order book as they are repeated from the clearance card by the operator, and if the correct order numbers have been given he will reply: "Orders Nos .....O. K. to.....(Train Number) .....at ....(Time).....m."

The "O. K." must not be given by the train dispatcher unless the order numbers designated by the operator correspond with all orders to be received by the train at that station.

221 (D). Unless some form of block signals is used, operators must space trains ten minutes apart, using the train order signal for that purpose.

When the clearance card is delivered before the expiration of the ten minutes the operator must show on it, the time the train may go, in the following form, in the margin of the clearance card: ".....(Train No.)..... may go at .....(Time).....m.", and conductors and enginemen must respect this time.

221 (E). When a train is stopped by the absence of a light in a train order signal at night, they will be governed by the day indication; it will not be necessary to relight it.

222. Operators must promptly record and report to the train dispatcher the time of departure of all trains and the direction of extra

trains. They must record the time of arrival of trains and report it when so directed.

222 (A). Operators in relieving each other must make and sign transfer of outstanding train orders, all overdue trains and undelivered messages on Form 2954.

223. The following signals and abbreviations may be used:

Initials for signature of the train dispatcher.

Such office and other signals as are arranged by the Superintendent.

C & E—for Conductor and Engineman.

C & M—for Conductor and Motorman.

X—Train will be held until train order is made "complete."

R—for Repeated.

Com—for Complete.

O S—Train Report.

No—for Number.

Eng—for Engine.

Sec—for Section.

Psgr—for Passenger.

Frt—for Freight.

Mins—for Minutes.

Jct—for Junction.

Dispr—for Train Dispatcher.

Opr—for Operator.

31 or 19—to clear the line for train orders, and for Operators to ask for train orders.

S D—for "Stop Displayed."

The usual abbreviations for the names of the months and stations.

TELEPHONE INSTRUCTIONS.

225. When the telephone is used for the movement of trains, all rules and special in-

structions relative to the movement of trains by telegraph must be complied with.

226. To relay a "31" train order, the train dispatcher must transmit it to the relaying operator, who will then transmit it to destination. The employe receiving it at destination must repeat it to the relaying operator, who on the copy he retains must underscore each word as it is repeated to him, and then repeat it to the train dispatcher, and if correct, the train dispatcher will reply "O. K." After it has been signed by the proper persons at the point of destination, the signatures must be given to the relaying operator, who will then transmit them to the train dispatcher and "complete" will be given as per Rule 210, and relayed to destination.

227. To relay a "19" train order, the train dispatcher must transmit it to the relaying operator, who will then transmit it to destination. The employe receiving it at destination, must repeat it to the relaying operator, who on the copy he retains must underscore each word as it is repeated to him, and then repeat it to the train dispatcher, and if correct, "complete" will be given as per Rule 211, and relayed to destination.

228. A copy of each completed train order must be left at the point received, showing the name of the employe who received and repeated it.

229. All telephone booths are equipped with switch locks, and must be locked after they have been used. The receiver must be left in proper place on the hook so that the circuit will not be interfered with.

TRAIN ORDER SIGNALS.
RULE 230

INDICATION-STOP.
ORDERS FOR TRAIN.

INDICATION-PROCEED.
NO ORDERS FOR TRAIN.

THE ARM TO THE RIGHT AS SEEN FROM AN APPROACHING TRAIN, IS THE ONE WHICH GOVERNS. WHEN THE ARM IS EXTENDED HORIZONTALLY, OR IN ADDITION A RED LIGHT IS DISPLAYED, IT INDICATES "STOP." WHEN THE ARM IS INCLINED DOWNWARD AT AN ANGLE OF 60 DEGREES, OR IN ADDITION A GREEN LIGHT IS DISPLAYED, IT INDICATES "PROCEED." SEE RULES 221, 221(A), 221(B), 221(C), 221(D), 221(E).

FORMS OF TRAIN ORDERS.

A.

FIXING MEETING POINTS FOR OPPOSING TRAINS.

(On Single Track).

(1) No 1 meet No 2 at B.
No 3 meet Second 4 at B.
No 5 meet Extra 95 east at B.
Extra 652 east meet Extra 231 west at B.

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(2) No 2 and Second 4 meet No 1 and No 3 at C and Extra 95 west at D (and so on).
No 1 meet No 2 at B Second 4 at C and Extra 95 east at D.

Trains receiving these orders will run with respect to each other to the designated points and there meet in the manner prescribed by the rules.

B.

DIRECTING A TRAIN TO PASS OR RUN AHEAD OF ANOTHER TRAIN.

(1) No 1 pass No 3 at K.

Both trains will run according to rule to the designated point and there arrange for the rear train to pass promptly.

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(2) Extra 594 east run ahead of No 6 M to B.

The first-named train will run ahead of the second-named train between the points designated.

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(3) No 1 pass No 3 at K and run ahead of No 7 M to Z.

When an inferior train receives an order to pass a superior train, right is conferred to run ahead of the train passed from the designated point. Unless some form of block signals is used, the following train will run with caution, looking out for the designated train ahead until the order is fulfilled.

C.
GIVING RIGHT OVER ANOTHER TRAIN.

On single track, to give a train right over an opposing train, (1) or (2) will be used.

(1) No 2 has right over No 1 X to G.

If the second-named train reaches the point last named before the other arrives, it may proceed, keeping clear of the opposing train as many minutes as such train was before required to clear it under the rules. If the first-named train is met between the designated points, the conductor of the second-named train must inform it of his arrival.

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(2) Extra 37 east has right over No 3 F to A.

The regular train must not go beyond the point last named until the extra train has arrived, unless directed by train order to do so.

These orders give right to the train first named over the other train between the points named. If the trains meet at either of the designated points, the first-named train must take the siding, unless the order otherwise prescribes.

On single track, to give an extra train right over other extra trains (or all trains), (3) will be used.

(3) Extra 38 east has right over Extra 37 west (or all trains) X to G.

Opposing trains over which the extra has been given right must not go beyond the point last named until the extra train has arrived, unless directed by train order to do so.

If the running order of the first-named train extends beyond the station last named, before it is permitted to leave that station, provisions must be made for meeting opposing extras. Examples (4), (5), and (6) of Form E may be used in connection with this example. Trains over which the first-named train has been given right must clear it five minutes when moving in the opposite direction and ten minutes when moving in the same direction.

If the trains meet at either of the designated points, the first-named train must take the siding, unless the order otherwise prescribes.

On both single and double track, to give right over a train in the same direction, (4) will be used.

(4) No 1 has right over No 3 A to Z.

Extra 21 west has right over Extra 25 west A to Z and wait at
A until twelve fifty 12 50 P M
C " one ten 1 10 P M
E " one twenty 1 20 P M

These orders give right to the train first named over the other train between the points named. The second-named train must keep clear of the other as required by Rule 86.

E.
TIME ORDERS.

(1) No 1 run fifty 50 mins late A to G.

This makes the schedule time of the train named, between the stations mentioned, as much later as stated in the order, and any other train receiving the order is required to run with respect to this later time, as before required to run with respect to the regular schedule time. The time in the order should be such as can be easily added to the schedule time.

---

(2) No 1 run fifty 50 mins late A to G and twenty 20 mins late G to K, etc.

This makes the schedule time of the train named, between the stations mentioned, as much later as stated in the order, and any other train receiving the order is required to run with respect to this later time as before required to run with respect to the regular schedule time. The time in the order should be such as can be easily added to the schedule time.

---

(3) No 1 wait at H until nine fifty nine 9 59 A M for No 2.

(Single track only.) The train first named must not pass the designated point before the time given, unless the other train has arrived. The train last named is required to run with respect to the time specified, at the designated point or any intermediate station where schedule time is earlier than the time specified in the order, as before required to run with respect to the schedule time of the train first named.

(4) No 1 and No 3 wait at
N until nine fifty nine 9 59 A M
P " ten thirty 10 30 A M
R " ten fifty five 10 55 A M, etc.

(Single and double track.) The train, or trains named must not pass the designated points before the times given. Other trains receiving the order are required to run with respect to the time specified at the designated points or any intermediate station where schedule time is earlier than the time specified in the order as before required to run with respect to the schedule time of the train, or trains, named.

After (4) has been used the train or trains named may be run late on that order.

(5) No 1 and No 3 run one 1 hour late on order No 4 N to R.

This makes the time of the trains named, at the stations included, that much later than the time shown in the train order specified, and any other trains receiving these orders must run with respect to this later time as before required to run with respect to the regular schedule time.

After this form has been used the train or trains named must not be run late on the time-table schedule.

If the last named station is not the terminal station on the subdivision a time to wait at that station must be added in the form:

(6) No 1 and No 3 run one 1 hour late on Order No 4 N to R and wait at R until eleven fifty five 11 55 A M.

F.
FOR SECTIONS.

(1) Eng 20 display signals and run as First 1 A to Z.

To be used when the number of the engine for which signals are displayed is unknown, and is to be followed by (2), both being single order examples.

(2) Eng 25 run as Second 1 A to Z.

---

(3) No 1 display signals A to G for Eng 25. Second 1 display signals B to E for Eng 99.

---

(4) Engs 20 25 and 99 run as First Second and Third 1 A to Z.

To add a first or an intermediate section, (5) will be used.

(5) Eng 85 display signals and run as Second 1 A to Z. Following sections change numbers accordingly.

The engine named will display signals and run as directed, and following sections will take the next higher number.

To drop a first or an intermediate section, (6) will be used.

(6) Eng 85 is withdrawn as Second 1 at H. Following sections change numbers accordingly.

The engine named will drop out at H, and following sections will take the next lower number.

To substitute one engine for another on a section, (7) will be used.

(7) Eng 18 instead of Eng 25 display signals and run as Second 1 R to Z.

The second-named engine will drop out at R, and be replaced by the first-named engine.

If the second-named engine is the last section, the words "display signals and " will be omitted. Following sections need not be addressed.

To discontinue the display of signals, (8) will be used.

(8) Second 1 take down signals at D.

The train named will take down signals as directed, and a following section must not proceed beyond the designated point. (See Rule 96.)

To pass one section by another, (9) will be used.

(9) Engs 99 and 25 reverse positions as Second and Third 1 H to Z.

Conductors and enginemen of the trains addressed will exchange orders and signals. Following sections, if any, need not be addressed.

Each section affected by these orders must have copies, and must arrange signals accordingly.

To annul a section for which signals have been displayed over a division, or any part thereof, when no train is to follow the signals, Form K must be used.

When sections are run to an intermediate point of a schedule, the train orders must specify which section or sections shall assume the schedule beyond such point.

G.
EXTRA TRAINS.

(1) Eng 99 run extra A to F.

---

(2) Eng 99 run extra A to F and return to C. The extra must go to F before returning to C.

---

(3) Eng 77 run extra leaving A on Thursday Feb 17th as follows with right over all trains

Leave A eleven thirty 11 30 P M
" C twelve twenty five 12 25 A M
" E one forty seven 1 47 A M
Arrive F two twenty two 2 22 A M.

This order may be varied by specifying the kind of extra and the particular trains over which the extra shall or shall not have right. Trains over which the extra is thus given right must clear the time of the extra as many minutes as an inferior class train is required to clear the time of a first class train.

All examples of Form E may be used in connection with an extra train created by example (3) of Form G, and the times at each point stated in that example have the same meaning as schedule times in examples under Form E.

H.
WORK EXTRA.
(On single track.)

(1) Eng 292 works extra six forty five 6 45 A M until five forty five 5 45 P M between D and E.

The work extra must, whether standing or moving, protect itself against extras within the working limits in both directions as prescribed by the rules. The time of regular trains must be cleared.

This may be modified by adding:

(2) Not protecting against eastward extra trains.

The work extra will protect only against westward extra trains. The time of regular trains must be cleared.

---

(3) Not protecting against extra trains.

Protection against extra trains is not required. The time of regular trains must be cleared.

When a work extra has been instructed by order to not protect against extra trains, and, afterward, it is desired to have it clear the track for, or protect itself after a certain hour against, a designated extra, an order may be given in the following form:

(4) Work Extra 292 clears, or protects against, Extra 76 east between D and E after two ten 2 10 P M.

Extra 76 east must not enter the working limits before 2 10 P M, and will then run expecting to find the work extra clear of the main track, or protecting itself, as the order may require.

To enable a work extra to work upon the time of a regular train, the following form will be used:

(5) Work Extra 292 protects against No 55 or —— class trains, between D and E.

The work extra may work upon the time of the train or trains mentioned in the order, and must protect itself against such train or trains.

The regular train or trains receiving the order will run expecting to find the work extra protecting itself.

When a work extra is to be given exclusive right over all trains the following form will be used:

(6) Work Extra 292 has right over all trains between D and E seven fifteen 7 15 P M until one fifteen 1 15 A M.

This gives the work extra the exclusive right between the points designated between the times named.

Work extras must give way to all trains as promptly as practicable.

Whenever extra trains are run over working limits, they must be given a copy of the order sent to the work extra. Should the working order instruct a work extra to not protect against extra trains in one or both directions, extra trains must protect against the work extra; if the order indicates that the work extra is protecting itself against other trains, they will run expecting to find the work extra protecting itself.

The working limits should be as short as practicable; to be changed as the progress of the work may require.

D-H.
WORK EXTRA.
(On double track.)

(1) Eng 292 works extra on eastward track, or both tracks, six forty five 6 45 A M until five forty five 5 45 P M between D and E.

The work extra must, whether standing or moving, protect itself within the working limits against extras moving with the current of traffic on the track or tracks named. The time of regular trains must be cleared.

This form may be modified by adding:

(2) Not protecting against extra trains.

Protection against extra trains is not required. The time of regular trains must be cleared.

To enable a work extra to work upon the time of a regular train, the following form may be used:

(3) Work Extra 292 protects against No 55, or —— class trains, between D and E.

The work extra may work upon the time of the train or trains mentioned in the order and must protect against such train or trains.

The regular train or trains receiving the order will run expecting to find the work extra protecting itself.

When it is desired to move a train against the current of traffic over the working limits, provision must be made for the protection of such movement.

When a work extra is to be given exclusive right over all trains, the following form will be used:

(4) Work Extra 292 has right over all trains on eastward and westward tracks between G and H seven one 7 01 P M until one one 1 01 A M.

This gives the work extra the exclusive right to the track, or tracks, mentioned between the points designated between the times named.

Work extras must give way to all trains as promptly as practicable.

The working limits should be as short as practicable; to be changed as the progress of the work may require.

J.
HOLDING ORDER.

Hold No 2.
Hold all, or eastward, trains.

When a train has been so held it must not proceed until the order to hold is annulled, or an order given to the operator in the form:
———— may go.

These orders will be addressed to the operator and acknowledged in the usual manner, and will be delivered to conductors and enginemen of all trains affected.

Form J will be used only when necessary to hold trains until orders can be given, or in case of emergency.

K.
ANNULLING A SCHEDULE OR A SECTION.

No 1 due to leave A Feb 29th is annulled A to Z.
Second 5 due to leave E Feb 29th is annulled E to G.

The schedule or section annulled becomes void between the points named and cannot be restored.

Annulment of a schedule or section to a conductor or engineman, as per Form K, continues in effect to them, although the schedule or sec-

tion number or the running order of their train be changed.

L.
ANNULLING AN ORDER.

Order No 10 is annulled.

If an order which is to be annulled has not been delivered to a train, the annulling order will be addressed to the operator, who will destroy all copies of the order annulled but his own, and write on that:

Annulled by Order No————.

An order which has been annulled must not be reissued under its original number.

M.
ANNULLING PART OF AN ORDER.

(1) That part of Order No 2 reading No 1 meet No 2 at C is annulled.

---

(2) That part of Order No 12 reading No 3 pass No 1 at S is annulled.

P.
SUPERSEDING AN ORDER OR A PART OF AN ORDER.
(On single track).

This order will be given by adding to prescribed forms the words "instead of——."

---

(1) No 1 meet No 2 at C instead of B.

---

(2) No 1 pass No 3 at M instead of K.

---

(3) No 2 has right over No 1 X to K instead of G.

---

(4) No 1 display signals for Eng 25 A to Z instead of G.

An order which has been superseded must not be reissued under its original number.

When a train is directed by train order to take siding for another train, such instructions apply only at the point named in that order, and do not apply to the superseding order unless so specified.

D-P.

SUPERSEDING AN ORDER OR A PART OF AN ORDER.

(On double track.)

This order will be given by adding to prescribed forms, the words "instead of——."

(1) No 1 pass No 3 at M instead of K.

(2) No 1 display signals for Eng 25 A to Z instead of G.

An order which has been superseded must not be reissued under its original number.

D-R.

PROVIDING FOR A MOVEMENT AGAINST THE CURRENT OF TRAFFIC.

(On double track.)

(1) No 1 has right over opposing trains on No 2, or eastward, track C to F.

The designated train must use the track specified between the points named and has right over opposing trains on that track between those points. Opposing trains must not leave the point last named until the designated train arrives.

An inferior train between the points named moving with the current of traffic in the same direction as the designated train must receive a copy of the order, and may then proceed on its schedule, or right.

This order may be modified as follows:

(2) After No 4 arrives at C No 1 has right over opposing trains on No 2, or eastward, track C to F.

The train to be moved against the current of traffic must not leave the first-named point until the arrival of the first-named train.

A train must not be moved against the current of traffic until the track on which it is to be run has been cleared of opposing trains. (See Rule D-152 A.)

D-S.

PROVIDING FOR THE USE OF A SECTION OF DOUBLE TRACK AS SINGLE TRACK.

No 1, or westward, track will be used as single track between F and G.

If it is desired to limit the time for such use, add from one one 1 01 P M to three one 3 01 P M.

All trains must use the track specified between the stations named and will be governed by rules for single track.

Trains running against the current of traffic on the track named must be clear of the track at the expiration of the time named, or protected as prescribed by Rule 99. (See Rule D-152 A.)

Form 2643

CLEARANCE CARD

.....STATION ..... 19.....

Conductor and Engineer No. .....

ORDERS FOR YOUR TRAIN ARE { FORM "19" ..... / FORM "31" .....

(If no orders form "19" or "31" endorse "NONE" in space provided for order numbers)

TIME, ... M. ..... OPR.

This does not interfere with or countermand any orders you may have received.
Conductors must sign orders form "31" before accepting from Operator.
Conductors, Enginemen and rear trainmen must each have a copy and see that their train is correctly designated in the above form, also see that the numbers of all train orders received correspond with numbers inserted above.

Form 2529

CHECK OF TRAIN REGISTER

AT .....

CHECKED BY ..... CONDUCTOR

TRAIN ..... 19....

AT ..... O'CLOCK ..... M.

TRAIN	ARRIVED	DEPARTED	SIGNALS

Before leaving a register station, the conductor must enter on this blank, the numbers of all trains due which are superior or of the same class that have arrived or left and personally deliver it to enginemen. Enginemen must not leave such stations unless they have received this and must know that no such train is omitted.

FORM 31 | FORM 31

Train Order No. 10 November 17, *191* 5

To .....

.....

At ..... Station. | *X* (Initials) *Opr.;* 1:45 A. *M.*

.....

Conductor and Engineman must each have a copy of this order.

Repeated at 2:20 A. *M.*

CONDUCTOR	TRAIN	MADE	AT	RECEIVED BY
Jones	45	Complete	2:20A.M.	Black

(To be printed on white, manifold paper.)

FORM 19

FORM 19

Train Order No. 10 November 17, *191* 5

To .....

.....

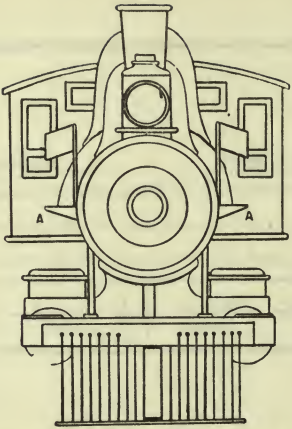
At ..... Station. | *X* (Initials) *Opr.*; 1:45 A. *M.*

.....

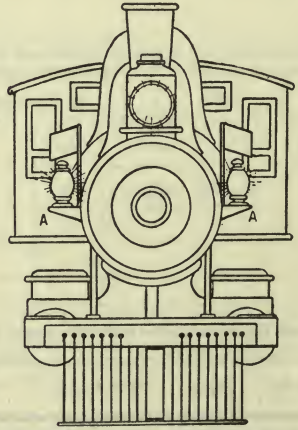
Conductor and Engineman must each have a copy of this order.

Made Complete *Time* 2:16 A. *M.*. Black *Opr.*

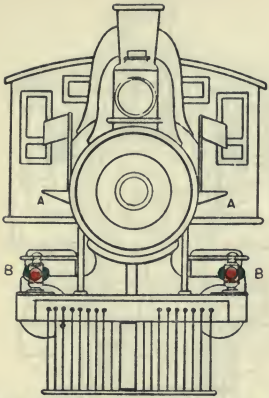
(To be printed on yellow, manifold paper.)



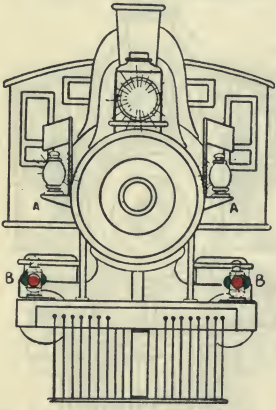
Engine Running Forward by Day as an Extra Train.
White flags at A A. See Rule 21.



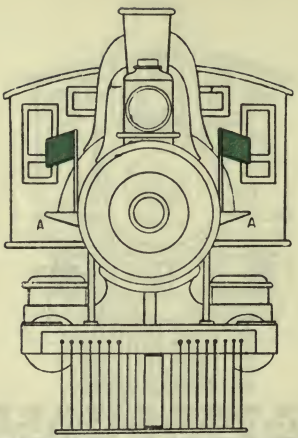
Engine Running Forward by Night as an Extra Train.
White lights and white flags at A A. See Rule 21.



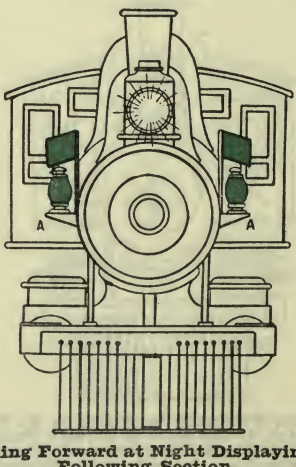
Engine Running Backward by Day as an Extra Train, without Cars or at the Rear of a Train Pushing Cars.
White flags at A A. See Rule 21.
Marker lamps—not lighted at B B, as markers.
See Rules 19 and D-19.



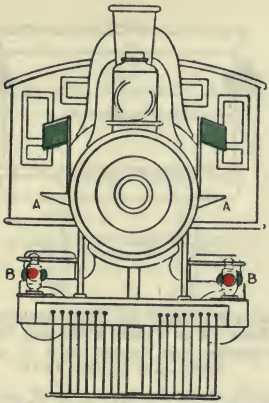
Engine Running Backward by Night as an Extra Train, without Cars or at the Rear of a Train Pushing Cars.
White lights and white flags at A A. See Rule 21.
Lights at B B as markers, showing green at side and in direction engine is moving and red in opposite direction.
See Rules 19 and D-19.



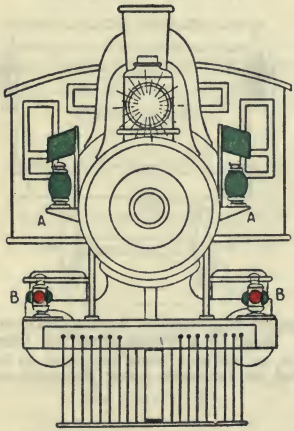
Engine Running Forward by Day Displaying Signals for a Following Section.
Green flags at A A. See Rule 20.



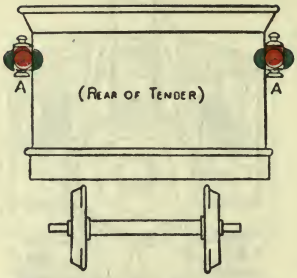
Engine Running Forward at Night Displaying Signals for Following Section.
Green lights and green flags at A A. See Rule 20.



Engine Running Backward by Day, without Cars or at the Rear of a Train Pushing Cars, and Displaying Signals for a Following Section.
Green flags at A A. See Rule 20.
Marker lamps—not lighted at B B, as markers.
See Rules 19 and D-19.

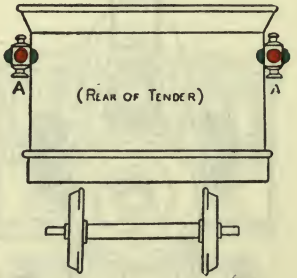


Engine Running Backward by Night, without Cars or at the Rear of a Train Pushing Cars, and Displaying Signals for a Following Section.
Green lights and green flags at A A. See Rule 20.
Lights at B B, as markers, showing green at side and in direction engine is moving and red in opposite direction.
See Rules 19 and D-19.



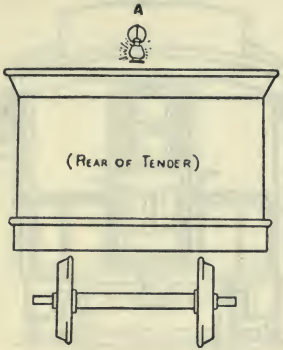
Engine Running Forward by Day, without Cars or at the Rear of a Train Pushing Cars.

Marker lamps—not lighted at A A, as markers. See Rules 19 and D-19.

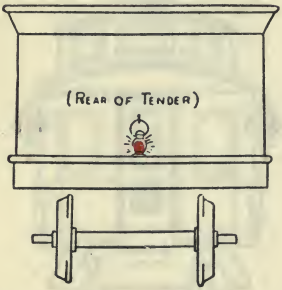


Engine Running Forward by Night, without Cars or at the Rear of a Train Pushing Cars.

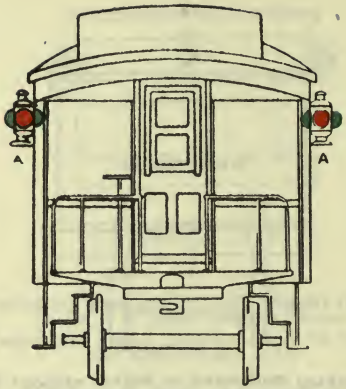
Lights at A A, as markers, showing green to the front and side and red to the rear. See Rules 19 and D-19.



Engine Running Backward by Night, without Cars or at the Front of a Train Pulling Car.
White light at A. See Rule 17(A).

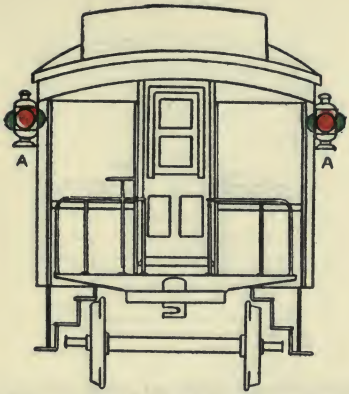


Engine standing or Moving about Yard by Night.
See Rule 19(E).

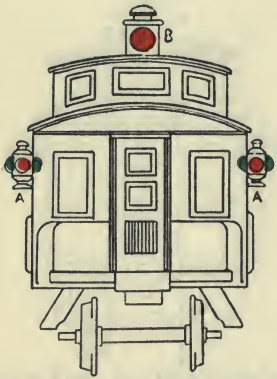


Rear of Passenger Train by Day.
Marker lamps—not lighted, at A A, as markers.
See Rules 19 and D-19.

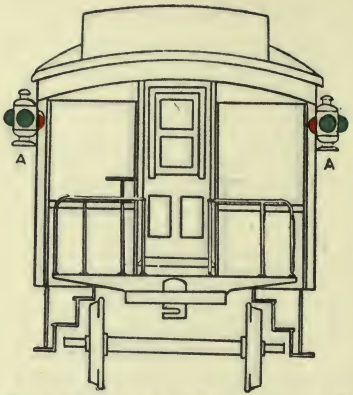
Rear of Freight Train by Day.
Marker lamps—not lighted, at A A, as markers.
See Rules 19 and D-19.



Rear of Passenger Train by Night while Running.
Lights at A A, as markers, showing green toward engine and side and red to rear. See Rules 19 and D-19.

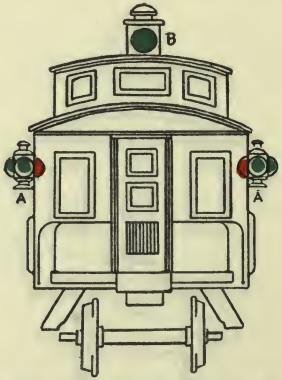


Rear of Freight Train by Night while Running.
Lights at A A, as markers, showing green toward engine and side and red to rear. See Rules 19 and D-19.
Red light at B. See Rule 19(B).



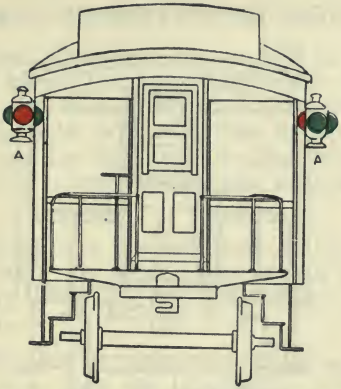
Rear of Passenger Train by Night when on Siding to be Met or Passed by Another Train.

Lights at A A, as markers, showing green toward engine, side and rear. See Rules 19 and D-19.



Rear of Freight Train by Night when on Siding to be Met or Passed by Another Train.

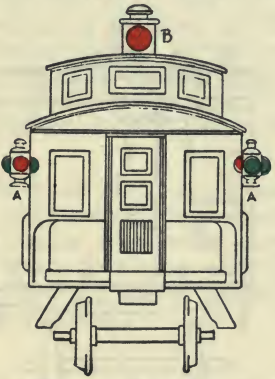
Lights at A A, as markers, showing green toward engine, side and rear. See Rules 19 and D-19. Light showing green to rear and front in cupola at B. See Rule 19(B).



(Outside) (Between Tracks)

Rear of Passenger Train by Night Running Against the Current of Traffic.

Lights at A A, showing green to front and side and green to the rear on the side next to the main track on which the current of traffic is in the direction the train is moving and red to the rear on the opposite side, as per Rule D-19.

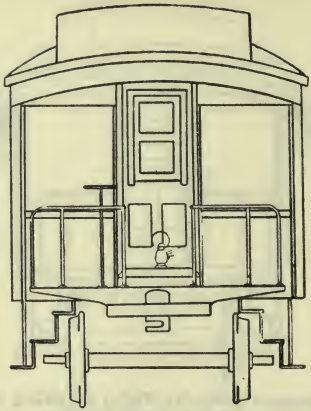


(Outside) (Between Tracks)

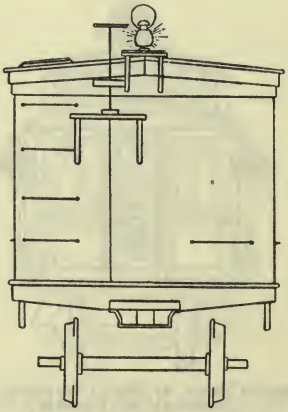
Rear of Freight Train by Night Running Against the Current of Traffic.

Lights at A A, showing green to front and side and green to the rear on the side next to the main track on which the current of traffic is in the direction the train is moving and red to the rear on the opposite side, as per Rule D-19. Light showing red to the rear and green to the front in cupola, at B.

See Rule 19(B).



Passenger Cars Being Pushed by an Engine by Night.
White light on front of leading car. See Rule 24.



Freight Cars being Pushed by an Engine by Night.
White light on front of leading car. See Rule 24.

GENERAL DESCRIPTION OF SIGNALS.

401. Fixed signals, as a rule, will be of two prescribed forms; the Semaphore which consists of a post with an arm or arms projecting outward to the right as viewed from an approaching train; and the Disc type of signal which displays a disc in a banjo-shaped case mounted on a post.

402. Indications for day time are given by two positions or by three positions and in addition during darkness, by three lights of prescribed color.

403. When it is desired to signal trains on different tracks from the same post, or where a track intervenes between the post and the track which it is intended to signal, signal bridges or bracket posts shall be used. So far as practicable, they will be placed over or upon the right of and adjoining the track to which they refer. The relative position of the uprights on the bracket post shall correspond to the relative position of the tracks on the ground. A blue light will be displayed at night on the stub posts or uprights.

404. All automatic block signals will be designated by numbers indicating approximately the distance in miles and tenths according to mile posts. Signals governing eastward trains have even numbers and signals governing westward trains odd numbers.

GENERAL SIGNAL RULES.

405. Enginemen finding a Caution-signal (See Figures 501 B, 503 J and 504 B), must immediately reduce speed, and be prepared to stop before reaching the next signal.

They are reminded that even though one signal has given a proceed indication, the next signal may assume the stop position while the train is between the two signals. For this reason enginemen and trainmen must be on the alert, prepared to bring the train to a stop if the next signal indicates stop, and be governed by Rule 509.

406. In foggy or stormy weather enginemen must approach all signals with great care, prepared to respect the indication given.

407. Firemen as well as enginemen must watch signals closely, as frequently the first view can be had from the fireman's side.

408. Arms will not be put on Semaphore signals or Discs exposed in Disc signals until they are in service. After being so placed they must be regarded as in service whether bulletin has been issued or not.

AUTOMATIC BLOCK SIGNAL RULES.

Definitions.

Block.—A length of track of defined limits, the use of which by trains is governed by block signals.

Block Station.—A place from which block signals are operated.

Fixed Signal.—A signal of fixed location, indicating a condition affecting the movement of a train.

Block Signal.—A fixed signal governing the use of a block.

Home Block Signal.—A fixed signal at the entrance of a block to govern trains in entering and using that block.

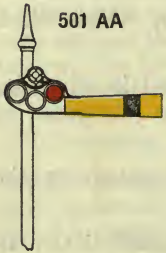
Distant Block Signal.—A fixed signal used in connection with a Home Block Signal to govern the approach thereto.

Block System.—A series of consecutive blocks.

Automatic Block System.—A series of consecutive blocks governed by block signals operated by electric, pneumatic or other agency actuated by a train, or by certain conditions affecting the use of a block.

THREE-POSITION BLOCK SIGNALS ARE USED ON THE LOS ANGELES AND SALT LAKE RAILROAD AND TWO-POSITION ON THE UNION PACIFIC AND OREGON SHORT LINE RAILROADS.

501. THREE-POSITION BLOCK SIGNALS.



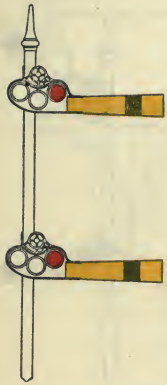
INDICATION-STOP.
SEE RULE 509.
NAME-STOP-SIGNAL.

INDICATION.
APPROACH NEXT SIGNAL PREPARED TO STOP.
SEE RULE 405.
NAME-CAUTION-SIGNAL.

INDICATION-PROCEED.
SEE RULE 509.
NAME-CLEAR-SIGNAL.

TWO-ARM THREE-POSITION BLOCK SIGNALS.

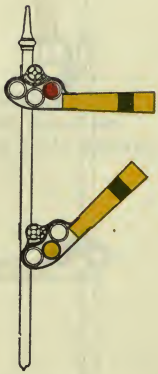
501 D.



INDICATION.
ON EITHER ROUTE-STOP.
SEE RULE 509.
NAME-STOP-SIGNAL.

INDICATION.
ON MAIN ROUTE-PROCEED.
ON DIVERGING ROUTE-STOP.
SEE RULE 509.
NAME-STOP-SIGNAL.

TWO-ARM THREE-POSITION BLOCK SIGNALS.
501 H.

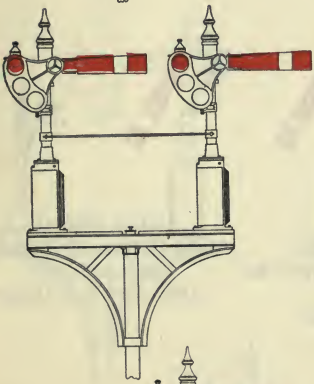


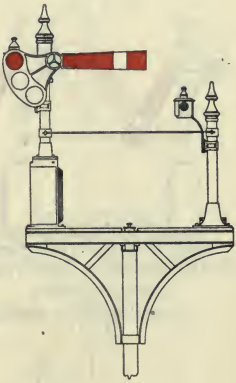
INDICATION.
ON MAIN ROUTE-STOP.
DIVERGING ROUTE-CAUTION.
SEE RULES 405 AND 509.
NAME-STOP-SIGNAL.

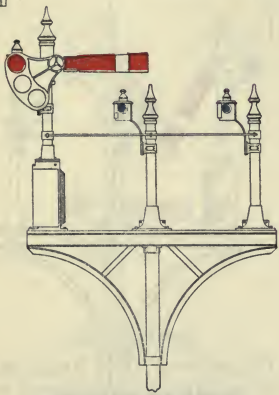
INDICATION.
ON MAIN ROUTE-CAUTION.
ON DIVERGING ROUTE-STOP.
SEE RULES 405 AND 509.
NAME-STOP-SIGNAL.

502. TWO-POSITION HOME BLOCK SIGNALS.

502 AA.





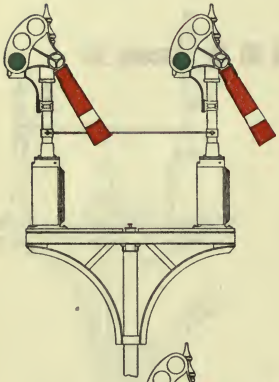


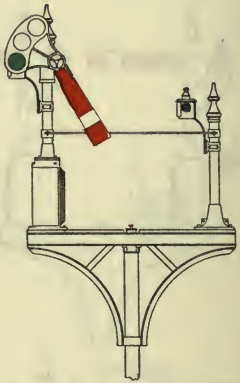
INDICATION-STOP.

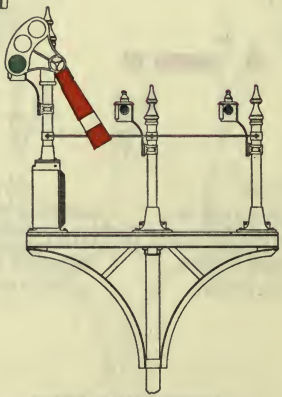
SEE RULE 509.

NAME-STOP-SIGNAL.

TWO-POSITION HOME BLOCK SIGNALS.
502 C.

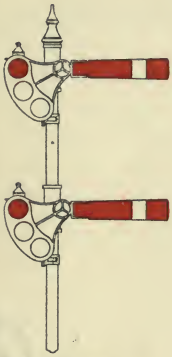






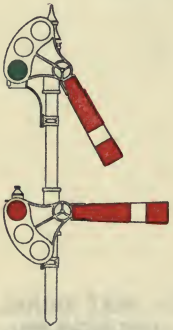
INDICATION-PROCEED.
SEE RULE 509.
NAME-CLEAR-SIGNAL.

TWO-ARM TWO-POSITION HOME BLOCK SIGNALS.
502 D.



INDICATION.
ON EITHER ROUTE-STOP.
SEE RULE 509.
NAME-STOP-SIGNAL.

INDICATION.
ON MAIN ROUTE-STOP.
ON DIVERGING ROUTE-PROCEED
SEE RULE 509.
NAME-STOP-SIGNAL.



INDICATION.
ON MAIN ROUTE-PROCEED.
ON DIVERGING ROUTE-STOP.
SEE RULE 509.
NAME-STOP-SIGNAL.

503. TWO-POSITION DISTANT BLOCK SIGNALS.
503 J.

INDICATION-APPROACH NEXT SIGNAL PREPARED TO STOP.
SEE RULE 405.
NAME-CAUTION-SIGNAL.

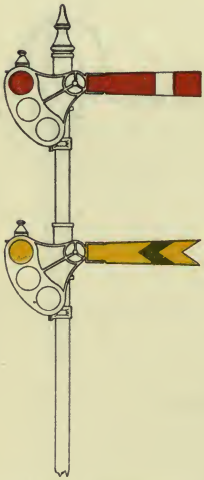
TWO-POSITION DISTANT BLOCK SIGNALS.
503 K.

INDICATION-PROCEED.

SEE RULE 405.

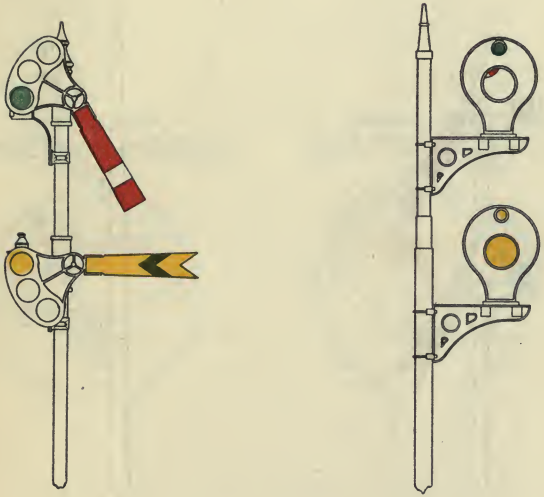
NAME-CLEAR-SIGNAL.

504. TWO-POSITION HOME AND DISTANT BLOCK SIGNALS.
504 AA.



INDICATION-STOP.
SEE RULE 509.
NAME-STOP-SIGNAL.

TWO-POSITION HOME AND DISTANT BLOCK SIGNALS.
504 B.

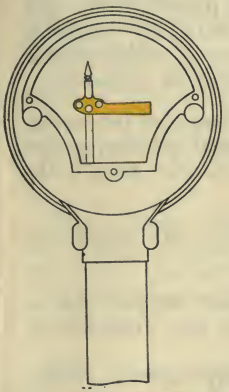


INDICATION-APPROACH NEXT SIGNAL PREPARED TO STOP.
SEE RULES 405 AND 509.
NAME-CAUTION-SIGNAL.

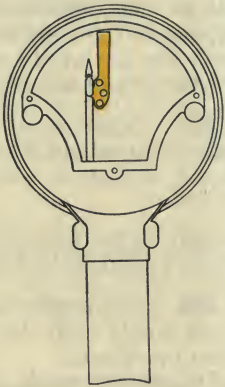
TWO-POSITION HOME AND DISTANT BLOCK SIGNALS.
504 C.

INDICATION-PROCEED.
SEE RULES 405 AND 509.
NAME-CLEAR-SIGNAL.

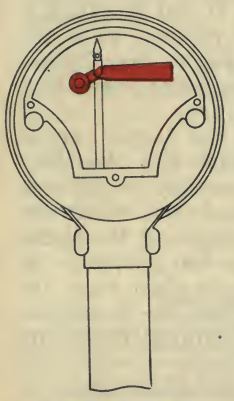
SWITCH INDICATORS.
SEE RULE 512



INDICATION.
MAIN TRACK OCCUPIED.



INDICATION.
MAIN TRACK CLEAR.



INDICATION.
MAIN TRACK OCCUPIED.

INDICATION.
MAIN TRACK CLEAR.

505. Block signals govern the use of the blocks, but, unless otherwise provided, do not supersede the superiority of trains; nor dispense with the use or the observance of other signals whenever and wherever they may be required.

506. Lights must be used upon all block signals from sunset to sunrise and whenever the signal indications cannot be clearly seen without them.

507. The normal indication of Automatic Block Signals is "proceed."

508. On single track, block signals for a track apply only to trains in the direction of their movement.

On double track, they apply only to trains moving with the current of traffic on that track.

509. When a train is stopped by a Stop-signal, (See Figures 501 AA, 501 D, 501 H, 502 AA, 502 D and 504 AA), it may proceed when the signal changes to a Caution-signal (See Figures 501 B and 504 B) or to a Clear-signal (See Figures 501 C, 502 C and 504 C), or—

(A) On single track, send the flagman ahead immediately; wait five minutes and then proceed following the flagman carefully to the next signal; or if a point is reached from which the track ahead is seen to be clear and the signal next in advance governing the direction in which the train is moving is in plain view, the flagman may be picked up and the train proceed as prescribed in the following paragraph (B), or—

(B) On single track, if the track ahead is seen to be clear and the signal next in advance governing the direction in which the train is

moving is in plain view, it may proceed at once not exceeding six miles an hour to the next signal expecting to find an opposing train in the block, broken rail, obstruction, or switch not properly set.

(C) On double track, it may proceed at once at slow speed, not exceeding six miles an hour, expecting to find a train in the block, broken rail, obstruction, or switch not properly set.

510. When a train is stopped by a block signal which is evidently out of order, and not so indicated, the fact must be reported to the Chief Dispatcher and Signal Supervisor, giving signal number.

511. Both switches of a cross-over must be open before a train starts to make a cross-over movement, and the movement must be completed before either switch is restored to normal position.

511 (A). After a movement is made through a cross-over, both switches must be immediately restored to their normal position.

511 (B). Trains on sidings or diverging routes desiring to come out on the main track must be governed by the signals at the sidings or the signal governing the movement of trains from the diverging route.

D-511. On double track, before coming out on a main track from a siding or through a cross-over, all switches to be used must be opened and then wait two minutes before occupying the main track; except that if it is immediately after a train has passed, all switches to be used must be opened as soon as such train has cleared these switches, after which, if other conditions permit, movement to the main track may be made immediately.

This does not relieve enginemen and trainmen from protecting their train as required by the rules, nor from observance of Rule 509 (C).

512. Where switch indicators are used, the indications displayed do not relieve enginemen and trainmen from protecting their train as required by the rules.

513. Before reversing the number plate on a signal so that it shows yellow, the blade will be secured in stop position by signal maintainer.

When a number plate is reversed showing yellow, it indicates that the signal is out of service, and, unless otherwise directed, trains must stop and then proceed not exceeding six miles an hour to the next signal, expecting to find a train in the block, broken rail, obstruction, or switch not properly set.

A signal blade will not be removed until after bulletin has been issued by the Superintendent, prescribing how trains must respect it.

514. An engineman of a train entering a block as provided for by these rules, will be held responsible in case of accident caused by overtaking a preceding train.

This does not relieve enginemen and trainmen from protecting their train as required by the rules.

515. Trainmen must be careful to set trains or cars on sidings beyond the insulated joints which are placed in the track at the fouling point; otherwise if set upon or over the fouling point toward the main track, the signal protecting the block will remain at "stop."

516. If necessary to clean the ash-pan, or cinders from the smoke arch, on the main track inside of block signal limits, the ashes and cinders must be immediately removed by the fireman if no one else is available for the purpose.

517. When a blue light on a bracket signal is not burning at night, it may be disregarded.

518. When a train is stopped by a light not burning at night in a block signal, it is not necessary to relight it, but prompt report must be made to the train dispatcher from the first available point of communication, so the signal maintainer can be notified.

LIGHTS ON THREE-POSITION BLOCK SIGNALS.

519. When a light is not burning at night on any three-position block signal (See Figures 501 AA, 501 B, 501 C, 501 D and 501 H), trains must stop for it and be governed by the position of the arm.

LIGHTS ON TWO-POSITION BLOCK SIGNALS.

520. When the light is not burning at night on a one arm Home Signal (See Figures 502 AA and 502 C), trains must stop for it and be governed by the position of the arm.

521. When the light is not burning at night on a one arm Distant Signal (See Figures 503 J and 503 K), it must be respected as a Caution-signal. (See Rule 405.)

522. On a signal carrying a Home and Distant arm on the same post (See Figures 504 AA and 504 B), when either of the lights is not burning at night and the other one shows yellow, trains must stop for it and be governed by the position of the arm.

523. On a signal carrying a Home and Distant arm on the same post, when either of the lights is not burning at night and the other shows green, it must be respected as a Caution-

signal (See Figures 504 B, 504 C and Rule 405), provided the Home arm is seen to be at proceed position, but if that cannot be seen, then trains must stop for it and be governed by the position of the arm.

524. On a signal carrying a Home and Distant, or two Home arms on the same post, when both lights are not burning at night, trains must stop for it and be governed by the position of the arms.

INTERLOCKING RULES.

Definitions.

Interlocking.—An arrangement of switch, lock and signal appliances so interconnected that their movements must succeed each other in a pre-determined order.

Interlocking Plant.—An assemblage of switch, lock and signal appliances, interlocked.

Interlocking Station.—A place from which an interlocking plant is operated.

Fixed Signal.—A signal of fixed location indicating a condition affecting the movement of a train.

Interlocking Signals.—The fixed signals of an interlocking plant.

Home Signal.—A fixed signal at the entrance of a route or block to govern trains in entering and using said route or block.

Distant Signal.—A fixed signal used in connection with one or more home signals to govern the approach thereto.

Dwarf Signal.—A low home signal.

Rules.

605. Interlocking signals govern the use of the routes of an interlocking plant, and as to movements within Home Signal limits, their indications supersede the superiority of trains, but do not dispense with the use or the observance of other signals whenever and wherever they may be required.

Signalmen.

611. The normal indication of Home Signals —Stop; of Distant Signals—Caution.

612. Levers, or other operating appliances, must be used only by those charged with that duty and as directed by the rules.

613. When the route is set the signals must be operated sufficiently in advance of approaching trains to avoid delay.

614. Signals must be restored so as to display their most restrictive indication as soon as the train or engine for which they were cleared has passed the home signal limits of the interlocking plant, except that where electric locking is in use, signals will be restored to normal indication as soon as rear end of train has passed them.

615. If necessary to change any route for which the signals have been cleared for an approaching train or engine, switches must not be changed or signals cleared for any conflicting route until the train or engine, for which the signals were first cleared, has stopped.

616. A switch, or lock, must not be moved when any portion of a train or an engine is

standing on or closely approaching the switch, detector bar or circuit.

617. Levers must be operated carefully and with a uniform movement. If any irregularity, indicating disarranged connections, is detected in their working, the signals must be restored so as to display their most restrictive indication and the connections examined.

618. During cold weather the levers must be moved as often as may be necessary to keep connections from freezing.

619. During storms or while snow or sand is drifting special care must be used in operating switches. If the force whose duty it is to keep the switches clear is not on hand promptly when required, the fact must be reported to the Superintendent and Signal Supervisor.

620. If a signal fails to work properly its operation must be discontinued and until repaired the signal secured so as to display its most restrictive indication.

621. Signalmen must observe, as far as practicable, whether the indications of the signals correspond with the position of the levers.

622. Signalmen must not make nor permit any unauthorized repairs, alterations or additions to the plant.

Any defects in the interlocking plant must be promptly reported to the Superintendent and Signal Supervisor.

623. If there is a derailment or if a switch is run through, or if any damage occurs to the track or interlocking plant, the signals must be restored so as to display their most restrictive indication, and no train or switching movement

permitted until all parts of the interlocking plant and track liable to consequent injury have been examined and are known to be in a safe condition.

624. If necessary to disconnect a switch, derail, detector bar, or its equivalent, or a lock, all switches or derails affected must be safely secured.

625. When switches or signals are undergoing repairs, signals must not be displayed for any movements which may be affected by such repairs until it has been ascertained from the repairmen that the switches are properly set for such movements.

626. Signalmen must observe all passing trains and note whether they are complete and in order; should there be any indication of conditions endangering the train, or any other train, the signalman must take such measures for the protection of trains as may be practicable.

627. If a signalman has information that an approaching train has parted, he must, if possible, stop trains or engines on conflicting routes, clear the route for the parted train, and give the Train-parted signal to the engineman.

628. Signalmen must have the proper appliances for hand signaling ready for immediate use. Hand signals must not be used when the proper indication can be displayed by the interlocking signals. When hand signals are necessary they must be given from such a place and in such a way that there can be no misunderstanding on the part of the enginemen or trainmen as to the signals, or as to the train or engine for which they are given.

In giving hand signals for a train to move against interlocking signals, the signalman must be on the ground and use a yellow flag by day, and a yellow light by night.

Note to Rule 628.—Hand signaling includes the use of lamp, flag, torpedo and fusee signals.

629. If necessary to discontinue the use of any interlocking signal, hand signals must be used and the Superintendent and Signal Supervisor notified.

630. Signalmen will be held responsible for the care of the interlocking station, lamps and supplies; and, unless otherwise provided, of the interlocking plant.

631. Lights in interlocking stations must be so placed that they cannot be seen from approaching trains.

632. Lights must be used upon all interlocking signals from sunset to sunrise and whenever the signal indications cannot be clearly seen without them.

633. If a train or engine overruns a Stop-signal, the fact must be reported to the Superintendent and Signal Supervisor.

634. Signalmen must not permit unauthorized persons to enter the interlocking station.

635. At all interlocking plants where there is a signalman on duty, a signal must be given for each train movement made.

636. At interlocking plants where there is a train order signal or a block signal operated by the signalman, such signals must not be cleared until after the interlocking signals governing the same route have first been cleared.

637. Signals may be changed for a train at any time, if anything is discovered that might endanger the safety of the train, and every effort must be made to avoid accident.

638. When it is safe to do so, switches and signals must be operated on the request of section men or inspectors.

Enginemen and Trainmen.

661. If a signal, permitting a train to proceed after being accepted, is changed to a Stop-signal before it is reached, the stop must be made at once. Such occurence must be reported to the Superintendent and Signal Supervisor.

662. Trains or engines must not pass a signal indicating stop, except as provided in Rule 663.

663. Trains or engines must not proceed on hand signals as against interlocking signals until enginemen and trainmen are fully informed of the situation and know that they are protected. When hand signals are given to pass interlocking Stop-signals, where such signals govern movements over railroad crossings or drawbridges, the person in charge of the train or engine must send a man ahead to the railroad crossing or drawbridge, before passing over them with the train or engine.

Where interlocking signals are in operation, trainmen must not give "proceed" signals against them.

This rule must not be understood as authority to pass an interlocking Stop-signal without stopping for it.

A hand signal given as per this rule is authority to pass interlocking Stop-signals only and does not apply to Automatic Block-signals.

664. The engineman of a train which has parted must sound the whistle signal for Train-parted on approaching an interlocking plant.

665. An engineman receiving a Train-parted signal from a signalman must answer by the whistle signal for Train-parted.

666. When a parted train has been recoupled the signalman must be notified.

667. Sand must not be used over movable parts of an interlocking plant.

668. Conductors, or enginemen of yard engines, must report to the Superintendent and Signal Supervisor any unusual detention at interlocking plants.

669. Trains or engines stopped by the signalman in making a movement through an interlocking plant, must not move in either direction until they have received the proper signal from him.

670. A reverse movement within the limits of an interlocking plant, or a forward movement after making a reverse movement, must not be made without the proper interlocking signal or permission from the signalman.

671. Running switches must not be made within the limits of an interlocking plant.

672. The instructions and signals of interlocking signalmen must be promptly obeyed.

673. Trains and engines must not be moved on a signal given for a preceding train.

700. Employes who are careless of the safety of themselves or of others will not be continued in the service.

701. Civil, gentlemanly deportment is required of all employes in their intercourse with the public, their subordinates, and each other. Boisterous, profane, or vulgar language is forbidden. Courtesy and attention to patrons is demanded. Employes must not enter into altercation with any persons, no matter what provocation may be given, but will make note of the facts and report to their immediate superiors.

702. Employes who are dishonest, immoral, quarrelsome, or otherwise vicious, will not be retained in the service.

703. Employes must devote themselves exclusively to the railroad's service, attending to their duties during prescribed hours, residing wherever required, and obeying promptly instructions of executive and general officers, and those of heads of departments, in matters pertaining to their respective branches of the service. They must not absent themselves from duty, exchange duties with, substitute others in their place, nor engage in other business without proper authority.

704. Employes whose duties are prescribed by these rules if discharged will not be reemployed without the approval of the proper official.

705. Employes are required to report any misconduct or negligence affecting the interest of the railroad. Withholding such information

will be considered proof of negligence or indifference, and will be treated accordingly.

706. Employes whose duties require service on more than one division or subdivision are under the jurisdiction of the officers of the division or subdivision on which the service is being performed.

707. Unless specially authorized, employes must not use the railroad's credit and must neither receive nor pay out money on the railroad's account. Property of the railroad must not be sold or in any way disposed of except by proper authority.

708. Employes must return property entrusted to their care, when leaving the railroad's service, or upon demand by proper authority.

709. Employes are forbidden to offer testimonials to their superiors either directly or indirectly, and those in authority will not accept such presents or testimonials. The acceptance of gratuities or rewards from passengers or other patrons of the railroad is forbidden.

710. Employes must not ride on the pilot of an engine nor get on the front or rear of an engine or a car as it approaches them, nor go between moving cars to uncouple, open, close, or arrange knuckles of couplers. They must not remove any of the appliances of an engine or car for convenience in switching which would endanger the safety of themselves or of others nor follow other dangerous practices.

711. Trainmen and engine men are prohibited from going to meals, or otherwise delaying their trains for personal convenience without permission.

712. Employes must not remain near the track when trains are passing, as coal, stone, car doors or other articles are liable to fall from the train. On double track, employes must stand outside and clear of both tracks while trains are passing. Employes are further warned that they must not rely on others to notify them of the approach of a train.

713. All employes must observe trains closely and if anything dangerous is noted, such as a loose wheel, defective coupling, brake rod or brake beam dragging, or if trains are running too closely together, must call attention of trainmen and engine men to the fact, by signal.

714. In emergencies, or in case of obstruction by accident or other cause, the employe upon whom the responsibility most naturally falls will assume authority until the arrival of a superior officer. He must at once report conditions and make suggestions as to forces, material and equipment required and must make frequent reports of progress.

In case of an accident or menace to a passenger train he must see that all passengers are removed to a place of safety.

714-A. In case of fire in a car containing passengers, caretakers or employes, STOP THE TRAIN AT ONCE and see that occupants are immediately removed from such car or other cars which may be threatened and prevented from re-entering same, then make every effort to extinguish the fire.

If, after all occupants and others have been removed to safety, it is then found to be impossible to extinguish the fire at the point where train is stopped, the conductor will, if advisable, and if it can be done with safety, move train, cars or car to the nearest available point where assistance is obtainable.

It is important that cause of fire be ascertained in each case and promptly reported.

717. Those who are entrusted with the books, way-bills or the statistics of the railroad must, under no circumstances, permit unauthorized persons to have access thereto nor verbally or otherwise divulge any of the railroad's affairs.

718. Messages referring to employes personal affairs or comfort must not be offered for transmission on railroad wires, except in case of accident or sickness.

The telegraph and telephone must not be used when the mail will answer the purpose.

Send by mail, messages written late in the day, and on Saturday afternoons, Sundays or Holidays, which cannot be acted on at once, and which will reach their destination by mail in ample time for action.

Superfluous words and unnecessary references must be omitted; be brief.

719. Letters of a personal nature must not be sent by train mail; to do so is a violation of the U. S. Postal Laws. Attention of the Superintendent must be called to violation of this rule by those having knowledge thereof.

720. Passengers must not be carried on freight trains, except as authorized by instructions on the current time-table.

Trainmen must warn passengers riding on freight trains of the liability of personal injury incident to starting and stopping at stations and require them to remain seated until train has stopped.

721. No person will be permitted to ride on an engine, or in a baggage, mail, or express car (except employes in discharge of their duties), without a written order from the Superintendent.

722. Dead engines, disabled engines, or engines with one or more rods taken down, must not be hauled in fast freight trains when it is possible to avoid it. Under no circumstances must such engines be moved at a speed exceeding fifteen miles an hour.

723. Conductors, enginemen, train and yardmen, signalmen, operators and others, whose duties are connected with the movement of trains, must familiarize themselves with the rules governing the duties of others as well as their own and must be prepared, in case of emergency, to act in any capacity to protect the safety of trains.

724. When going between their homes and place of employment, employes must not climb over nor crawl under cars whether the cars are standing or moving; if cars are less than ten feet apart they must not go between them.

DUTIES OF EMPLOYES.

Train and Yard Service.

801. Trains must not be permitted to stand across another railroad, at grade, if possible to avoid it.

802. Trains must be opened to clear all public crossings while standing at stations, and in no case block a crossing longer than five minutes. While passenger trains are at stations, freight trains must be opened to allow passage way.

803. In switching, where it is necessary to disturb cars that are being loaded, or unloaded, notice must first be given to all persons in or about the cars that are to be moved. When cars

are so moved, they must be returned to the same position as found.

804. When an engine is detached from a train for an unusual length of time on a grade, either on main track or siding, the air brakes must be released and a sufficient number of hand brakes set to hold the train. When standing on a descending grade, hand brakes must be set on the head end; when on an ascending grade, they must be set on rear end.

805. Road crews of trains entering yards where yard force is employed will be responsible for their respective trains and engines until they are taken charge of by the yardmaster or his representative.

806. The air must be coupled up while switching all passenger cars, whether occupied or not.

Private or business cars must be set out while switching is being done.

No passenger train may leave a terminal or repair point with defective hand or air brakes, or with brakes cut out.

807. If a steam hose bursts or becomes disconnected, or if anything dangerous is noted, such as loose wheel, brake rod or brake beam dragging, the train must be stopped immediately and necessary repairs made.

808. If any defect which might cause an accident is discovered in track, bridges or culverts, the telegraph or telephone must not be depended upon to notify other trains; a flagman must be left.

If any member of the train or engine crew has reason to believe that their train has passed

over any dangerous defect, the train must be stopped at once and the conductor notified.

Yardmasters.

815. At stations where yard force is employed, the general direction and government of the yard is vested in the yardmaster, and all persons employed in yard, train or engine service will obey his instructions.

816. Yardmasters will be responsible for the proper position and security of all yard switches. Main track switches in yards, except when in use, must invariably be locked for the main track.

817. Outfit cars, empty wooden flat cars and empty wooden coal cars must be placed next ahead of caboose with outfit cars always first ahead of caboose.

818. Yardmasters will keep advised of important trains, such as stock, fruit and manifest, and make every effort to get them through the yard with the least possible delay. Freight assigned to particular trains must be forwarded in such trains. In the absence of other instructions, trains may be filled out with non-manifest in order of its importance. They must see that cars loaded with explosives and inflammable material are placed in the train the prescribed distance from the engine and caboose.

Trainmen.

820. The general direction and government of a train is vested in the conductor, and all persons employed on the train will obey his instructions. Should there be any doubt as to authority or safety of proceeding, from any

cause, he will consult the engineman and be equally responsible with him for the safety and proper handling of the train and for such use of signals and other precautions as the case may require. He must be vigilant and cautious, not trusting alone to signals or rules for safety. Will obey the instructions of yardmasters within yard limits and be governed by the direction of agents in doing work at stations. Conform to the instructions issued by the traffic and accounting departments.

821. Conductors and other trainmen must report for duty thirty minutes before the time set for departure of their trains, and see that their crews are on hand. Conductors must know that they have authority to move all cars in their train.

822. Before leaving initial points, they must see that their trains are provided with proper tools and sufficient supplies of all kinds. Know that the cars in their trains have been inspected, and that the brakes are in proper working order.

823. See that subordinates are familiar with their duties, instruct them if necessary, and caution them as to its risks. See that they are conversant with and properly understand the application of the rules and special instructions, especially those relating to protection of trains. Incompetency must be reported.

824. Inspection must be made of the running gear, brake and draft rigging of trains as often and as closely as practicable while on the road, remedy as far as possible any defects discovered and remove from the train cars that are

unsafe to run. Special attention must be paid to hot boxes.

825. In leaving cars on side tracks, conductors must see that they are left clear of any street, highway or private crossings. Must not leave cars on passing tracks when there is room for them on other tracks; if so left, immediately notify train dispatcher by wire, such notice to be sent if possible before cars are set out. See that a sufficient number of hand brakes are set to hold the cars on side tracks. If brakes are inoperative, cars must be properly secured. When the side track is on a grade, if practicable, couple the cars together, and in addition to setting the brakes, block the wheels. When doing work at stations, where the grade is such that cars will start if brakes are released, a trainman must always be left in charge of the train.

826. In case of injury to persons, loss of life or damage to property, conductors must furnish a full and exact statement of all the facts, with the names and addresses of all persons who witnessed or have information concerning the accident; written statements to be obtained whenever possible. In case of death on their trains from accident or otherwise, or of the killing of any person on the track by their train, see that the proprieties are observed and that the body receives appropriate care and is removed as soon as possible to a proper place and left in charge of a public officer or an agent of the railroad.

827. When starting from stations, brakemen must watch closely to see that brakes are fully released, and will immediately signal enginemen to stop if wheels are found sliding. Each brake-

man will be held responsible for any wheels slid flat under the part of the train in his charge. Conductors in reporting flat wheels will give the name of brakeman in charge.

Passenger Service.

835. Conductors must not allow passengers to carry in the coaches bulky packages or other articles which obstruct the aisles, seats, or the space between the seats, to the inconvenience of other passengers.

836. Conductors must not allow intoxicated or disorderly persons to get on their train, nor permit obscene, profane or other ungentlemanly language, damage to railroad property, or other misconduct in any of the cars.

837. Side and trap doors of vestibules must be kept closed while train is in motion.

838. When examining tickets, conductors must notify passengers destined to points on branch or connecting lines, where they are to change cars, also where they will find the trains of such lines.

839. As far as possible, conductors must see that passengers are provided with seats, and that no one is allowed to occupy more than a single seat to the exclusion of others. When there are not seats enough in the coaches and there are vacant seats in any parlor or sleeping car (except chartered cars) passengers may be seated therein and train conductors will arrange with parlor or sleeping car conductors accordingly. Such seats must be surrendered as soon as there is room in the coaches or whenever they are wanted for regular use. Seats in the sleeping cars must not be so assigned or occupied at night after the regular passengers have retired.

840. Train employes must not occupy seats with passengers, nor enter into conversation with them further than is required in the discharge of their duty, but will contribute as far as possible, without being unduly officious, to the convenience and comfort of passengers, and give particular attention to women and children who are unattended, and to all persons who are ill, infirm, inexperienced, or otherwise unable to care for themselves. They must not solicit business for any hotel or transportation company.

841. Train employes must look out for confidence men, prize package venders and other swindlers; have them watched, personally warn passengers and if any attempt be made to defraud them, must prevent it and report the case by wire to the Superintendent. They must not permit beggers or unauthorized peddlers to practice their vocations on the train, nor allow advertising matter to be distributed.

842. Approaching and before leaving stations, junctions, eating houses and terminals proper announcement necessary for the information and guidance of passengers must be made by trainmen. Conductors will see that employes of sleeping or parlor cars advise their passengers when they are to leave the train.

843. Conductors must use discretion if necessary for any reason to eject a passenger from the train. They will be governed by local rules, State Laws and the proprieties. If in doubt as to the right of a passenger to continue on transportation presented, or as to proper course to pursue, the facts will be reported by wire to the Superintendent. In case a passenger is ejected from the train, the names and addresses

of all witnesses should be obtained and their statements in writing if possible.

844. Articles found on trains must be delivered to station baggageman at terminal or junction stations, and his receipt obtained on form provided for that purpose.

845. Upon delivery of their trains to relieving conductors, inform them of any facts which it may be necessary or proper for them to know in taking charge. Care must be exercised to properly transfer transportation with the passengers. Passenger trainmen will remain by their trains at terminals to answer inquires and assist passengers until the train is vacated, or until they are relieved.

846. Conductors will see that all telegrams entrusted to their care are promptly delivered. Receipts will be taken for commercial telegrams. If for any reason they cannot be delivered, conductors will endorse this fact upon the envelope and hand if off at the next telegraph station.

847. Train employes must give particular attention to the safety and comfort of their passengers, to the heating, lighting and ventilation of cars, and the supply of water in tanks.

848. No gunpowder, dynamite, nitro-glycerine, or similar explosive will be transported in any car attached to a passenger train. Motion picture films must not be carried in any car in which passengers are carried except when being transported as baggage or express in accordance with the provision of Interstate Commerce Commission, Bureau of Safety regulations, or as United States Mail, as provided for in Postal Laws and Regulations.

849. No person will be allowed to ride free except as specially provided. Conductors must collect fare from all persons traveling without a ticket, being allowed no discretion.

Freight Service.

855. Freight conductors are responsible for the security of all freight carried by their trains while in their charge, and for its delivery, with the necessary way-bills or manifests, at its destination or at terminals. They must examine the fastenings of cars and keep such record as will enable them to answer all inquiries.

856. Comply with instructions of agents in placing cars and doing other station work. In case instructions are unreasonable, the facts must be reported to the Superintendent; but the instructions must be executed, if practicable without endangering or delaying first class trains.

857. Conductors must give proper attention to the handling of live stock, perishable freight and attendants, being governed by special instructions relating thereto.

Women, children or persons intoxicated or otherwise incompetent to take care of live stock or other freight must not be permitted to ride on freight trains. Any attempt to do so should be prevented and full report made to the Superintendent.

858. The doors of empty cars in trains must be kept closed. The doors of loaded cars must be closed and properly secured, unless left open for ventilation. The instructions relative to ventilation of perishable commodities must be closely observed.

859. Freight brakemen shall be on top of their train when safety requires.

860. Conductors must see that their crews are so distributed over the train as to control

it most effectually and to be able to pass signals from any part of it to the engineman.

861. Conductors must see that their cabooses are kept in a clean and tidy condition and that the floors and windows are washed as often as may be necessary. The use in caboose of stoves, other than those furnished by the railroad, is forbidden.

862. Conductors will see that the words "Bad Order" are written with chalk on both sides of bad order cars left at stations, and defective parts marked with a cross. They will also attach damage car card, Form 2427, and report damage by wire to the Chief Dispatcher giving initial and number, and if loaded, contents and destination.

863. Conductors must familiarize themselves with all the rules pertaining to the loading, unloading and handling of freight.

864. Conductors must not take freight, either in carload or less-than-carload lots, from a station where there is an agent, without the regular way-bills or card-bills, nor if the cars are in his opinion unsafely loaded, in which case report must be promptly made to the Superintendent and Chief Dispatcher.

865. Outfit cars, empty wooden flat cars and empty wooden coal cars must be handled next ahead of caboose with outfit cars always first ahead of caboose.

Enginemen.

875. Enginemen and firemen must report for duty thirty minutes before the time set for the departure of train, and remain on duty with en-

gine until it is delivered at the designated place at end of trip, or until properly relieved.

876. When there is no conductor, or when the conductor is disabled, the engineman will, unless otherwise directed, have charge of the train and will be governed by the rules prescribed for conductors. When more than one engine, the senior engineman in the service will assume these duties.

877. See that firemen are familiar with their duties, instruct them if necessary, and caution them as to its risks. See that they are conversant with and properly understand the application of the rules and special instructions, especially those relating to protection of trains. Incompetency must be reported.

878. See that engine has the necessary signals, tools and supplies in place provided for them before starting on each trip.

879. See that all connections between the engine and the train, also between engines when double headers are used, are properly and securely made.

880. Enginemen and firemen must give special attention to the care and condition of signals prescribed in Rules 19, 20 and 21, and see that train signals are correctly displayed; keep clean flags and see that lights are kept burning brightly when in use.

881. Engines must never be left without a man in charge, except at designated places; must not be left standing in such position as to block adjoining tracks and must never be allowed to stand on main track unless properly protected as required by the rules.

While switching, the engineman and fireman must both remain on the engine and give close attention to signals. Engine must be handled with great care while yardmen or others are making couplings.

882. Allow no one to handle engine, except the fireman, when competent.

883. Exercise great care to prevent water being thrown from smoke stack when starting, and do not open cylinder cocks nor permit overflow from injector at station platforms.

884. Require the firing to be done in such a manner as to avoid dense smoke, and use the blower gently to prevent smoke trailing when at stations.

885. Never interfere with the safety valves or allow the boiler pressure to be above the limit at which the valves are set. Steam pressure must be regulated to avoid the escape of steam from safety valves.

886. Exercise caution and good judgment in starting and stopping trains to avoid violent or sudden movements which might cause discomfort or injury to passengers, or damage to property.

If a train makes an improper station stop, it must not be moved until the conductor gives the proper signal to do so. If, after making stop at a water station, it should be necessary to move the engine to take water, it must not be done while passengers are leaving or entering the train.

887. On passenger trains immediately after leaving an initial station, or at any point where the train line may have been broken, and on

freight trains at least one mile before reaching a railroad crossing at grade, drawbridge or other stopping place, or before descending a heavy grade, the air must be applied and the brakes tested sufficiently to ascertain if they are in working condition.

888. Enginemen and firemen must keep a constant and vigilant lookout for hand, fixed, and train signals; observe the position of switches while running; watch for obstructions and defects of track, and frequently look back, especially while rounding curves, to see whether the train is intact.

889. See that engine is supplied with twelve torpedoes, not less than three red fusees and equipment for proper hand and train signals. While running at night, have in cab, where it cannot be seen by passing trains, a red light, with sufficient torpedoes attached thereto, and, in case of danger, signal approaching trains.

890. Keep in mind the location of switches at each point, so as to know before reaching them whether all switch lights requiring it are lighted.

891. Report to Master Mechanic any defect or improper condition of engine, and, at the end of each trip make a record on the work book of the repairs required.

892. Must not permit engines to stand nearer than 100 feet to a street or highway crossing, or under any bridge, when it can be avoided; nor in the vicinity of waiting rooms, telegraph offices or near cars occupied by passengers where the noise or smoke will disturb the occupants.

893. Use great care to avoid striking stock, stopping if necessary. When stock is inside of

right of way fence notify sectionmen and train dispatcher. If any are killed or injured, make report on prescribed form.

894. Sand must not be used nor ash pans or front ends cleaned on switches, frogs or on movable parts of an interlocking plant. Fire must be promptly and carefully extinguished at points where ash pans are cleaned and every precaution must be taken to prevent setting fires along line; dampers of ash pans must be closed; grates must not be shaken while passing over bridges or trestles; netting and other apparatus for arresting sparks must be carefully and frequently inspected and kept in good order.

Sand for cleaning flues must not contain any foreign substance whatever, and as far as practicable flues must be sanded in the vicinity of track men.

Anything that might cause injury to persons or damage to property must not be thrown from engine.

895. It must be known by personal examination that tools, signal appliances, etc., carried on the engine, are in good and servicable condition and that there is a full supply of fuel, water, dry sand and other necessary stores.

896. Render necessary assistance in switching and making up train. Use great care in backing to take train, or backing into sidings to take or leave cars, approaching slowly enough to allow coupling without injury to person or property. Be sure that engine is under control when approaching switches which are to be thrown. Look out for derailing switches in side tracks.

897. Enginemen must know their time on the road, and will not start from a station, even though they receive a signal from the conductor, unless they can reach the next station in time to properly clear superior trains.

898. Extra trains and late regular trains must sound the whistle repeatedly in fogs, snow storms and obscure places to warn track men and others.

Station Agents.

901. They must not be absent from their stations, grant leave of absence to their subordinates, or make any change in their forces without permission.

902. At stations where yardmasters are not employed, agents will be held responsible for the position of switches, which must be locked for the main track. They will in no case allow them to remain turned from the main track, except when in actual use, and they must know before leaving the station at night that switches are secure and that everything is in order for the safe passage of trains. They will also be held responsible for the proper position and locking of derail switches.

903. They must see that waiting rooms and other apartments for the accommodation of passengers are thoroughly cleaned and properly heated, ventilated and lighted. When stations are open for business after dark, see that the platforms are adequately lighted, when practicable. Waiting rooms, ticket offices and baggage rooms must be open at least thirty minutes, or other period required by law, before the departure of passenger trains scheduled to stop, and at such other times as may be necessary.

904. They must make daily inspections of yards, platforms, offices, buildings and surroundings, and co-operate with supervisors and roadmasters in maintaining the neat and tidy appearance of same. See that the station platforms and walks are properly cleared of snow, ice, or dirt, and that rubbish is not allowed to accumulate about any of the buildings.

905. Agents have charge of employes at stations, and must see that they properly perform their duties and are courteous and considerate in their intercourse with the public.

906. They must acquaint themselves with the business interests of the people among whom they are situated, use all proper means to secure traffic and act with the view of accommodating the public, and promoting the best interests of the railroad, notifying the proper officer of anything affecting their department, detrimental thereto or conducive to its good, present or prospective.

907. All cases of attempted robbery, theft of property belonging to or in charge of the railroad, damage to property by fire or storm, personal injury and other extraordinary occurrences at or in the vicinity of station, must be promptly reported by wire to the Superintendent.

908. They must see that freight and passenger tariffs and all notices to the public are neatly posted in conspicuous places in the station; other advertising matter must not be posted on the premises, except when properly authorized, and then only at places designated for the purpose. See that train bulletin boards bear current date and such information regarding trains as is required by law.

909. They must preserve order in and about the station, exclude from the station and platforms intoxicated and disorderly persons or loungers who interfere with the comfort or convenience of patrons or obstruct the station work, and all persons engaged in unauthorized occupations.

910. They must indicate the places where hacks, omnibuses and other vehicles shall be allowed to stand at the station, and where the persons in charge thereof, hotel runners and other solicitors shall remain while engaged in their duties on the railroad premises, and remove therefrom any such person who does not comply with these directions. Do not permit bicycle riding on station platforms.

911. When their duties are in any way connected with the handling of United States mails they must be familiar with and governed by the "Instructions and Information Relative to the Transportation of United States Mail" issued by Superintendent of Mail Service.

912. Give prompt attention to correspondence; keep the books and accounts promptly and neatly written up, in the manner prescribed by the accounting and other departments to which they relate, and submit them to the traveling auditor or other authorized officer for examination as may be required.

913. They must not allow consignors or consignees to leave decayed fruits or vegetables in cars or on station grounds.

914. They must never throw a switch for a trainman, except where, by special instructions, it is made their duty. They must see that sta-

tions are furnished with necessary signal equipment, and ready for use. Should anything endanger the safety of trains on main tracks, see that proper signals are immediately displayed.

915. They must not permit bill-boards to be erected nor material placed in such position as to prevent a plain view of approaching trains; see that cars on sidings are not left where they will obstruct view of the main track and have their brakes securely set; when such sidings are on a grade, or if the brakes are defective, the wheels must be securely blocked. When there are indications of heavy winds, see at once that cars are so secured that they will not move.

916. They must make every effort to obtain cars for shippers at the time desired, but must not promise to furnish them within a specified time, unless so advised. Order daily, or oftener when necessary, from the chief train dispatcher, stating the kind of freight, and destination, also the route when for points off the line. Endeavor to furnish cars of proper capacity to accommodate freight and, except when evidently not in condition to make it safe, all cars should, when practicable, be loaded to the capacity specified by instructions; above that they must not be forwarded. See that all cars funished for loading are in proper condition for the class of freight to be loaded and report to the chief train dispatcher cars received that are unfit for the purpose required. When the demand for cars exceeds the supply distribute the available cars in proportion to the actual requirements of shippers, their ability to load properly, and with due regard to sequence of their orders. See that cars are loaded and unloaded promptly, and

that the rules for the collection of car service are rigidly enforced.

917. When unloading of cars is delayed by refusal of consignees to accept freight, or from any other cause, agents must report the matter to the proper officer and obtain disposition therefor. Immediately upon arrival of cars containing railroad material, the party to whom the shipment is consigned should be notified, and if on hand over twenty-four hours, notify the Superintendent.

918. All advertisements not permitted must be removed before forwarding the cars, and those which are permitted must be removed on arrival of cars at destination.

They must not allow advertisements to be placed on any freight car, other than a notice relating directly to the business of the shipper by whom the car is loaded, to be printed on cloth, paper or cardboard, not exceeding in size two feet square, which must be attached to the card with cleats or tacks; paste or glue must never be used. Such notices must not be placed over car numbers, initials or other inscriptions relating to the service of the car.

919. They must furnish conductors switch list. Make every effort to avoid delay in the movement of cars, both loaded and empty; see that they are promptly forwarded by the proper trains.

920. When cars are left short of destination report by wire to the chief train dispatcher, stating their contents, destination and why left. Also report the date and train upon which forwarded. Prompt notice must be sent to the chief train dispatcher of the completion of repairs to disabled cars.

921. Inflammable oils and explosives will be received only in daylight. The packages must be substantial and in good condition. They must not be handled through freight houses when it can be avoided. Freight of this character must be kept by itself and separate from other freight, so far as practicable both at stations and in cars. The regulations of the general freight department and the Bureau of Explosives must be carefully observed.

922. Agents must see that all freight loaded is safely and properly stowed and, when necessary, is securely fastened by braces, blocks, cleats, stakes, chains, or other means, as the nature of the freight may require to prevent loss or damage by falling, shifting, chafing, breaking, or by contact with any contaminating substance. Allow nothing to be loaded on the roof of a car.

923. The loading of lumber, timber and other freight on open cars, must be in general conformity with the specifications and diagrams of the Master Car Builders' Rules, printed copies of which will be furnished to agents for use of shippers upon application to the Superintendent.

924. For shipments to points on other roads, strict conformity to the Master Car Builders' Rules of Inspection is required.

925. Apply the required cards to cars as indicated by the special instructions relating thereto and remove all old cards, except home route and M. C. B. defect or repair cards, before cars are forwarded.

926. Unless otherwise instructed, they must not use cars on hand nor order cars for partial

loads of freight that can be loaded in local freight trains.

927. Must see that all less-than-carload shipments of freight is loaded in station order; plainly marked, showing consignee and destination; that all old marks are erased.

928. Local freight to be loaded or unloaded must be checked by the conductor and agent together and anything irregular noted on the waybill.

929. They must see that all freight which requires shelter is promptly placed in freight house or in cars.

930. Freight houses must be locked, and cars containing freight, which can be closed, must be sealed or locked at all times, except when the agent or other authorized person is in immediate charge thereof.

931. Freight, baggage, or express must not be left between main tracks, nor within six feet of the edge of main track platforms.

932. Skids, trucks and scales when not in use should be placed in baggage room or warehouse; if necessary to leave them on platforms, they should be lined up at the end or in the rear of station building, and must be locked or otherwise secured.

933. Before loading stock, they must examine cars carefully to see that they are in good order. After loading, doors must be closed and all fastenings firmly secured.

934. They must see that stock-yards are kept in good condition, and that the gates of the pens and chutes are closed and securely fastened when not in use.

935. They must, when authorized to act as agents of any express or other company, give preference to the business of the railroad.

936. They must familiarize themselves with the boundaries of the railroad property at their stations, and must not permit any encroachment thereon.

Unless provided for by lease, they must not allow any commodities to be placed on grounds or right of way at their stations for the purpose of storage without written permission from the Superintendent, and then only after release on prescribed form has been executed by the owner.

937. They shall report promptly any information of possible action by State, County, Township, Municipal or other authority, corporation or individual coming to their notice which will in any way affect the railroad.

938. They must not authorize women, children or persons intoxicated or otherwise incompetent to take care of live stock or other freight to ride on freight trains.

Operators.

940. Chief Train Dispatchers are Division Operators on their respective districts, unless otherwise arranged, and will represent the Superintendent of Telegraph; have immediate supervision and control of the operators and linemen (except where otherwise specially arranged), and of tests and repairs of wires; report to the Superintendent of Telegraph in all matters pertaining to the telegraph service; keep him promptly and fully advised as to the condition of wires and interruptions; and enforce the

rules and instructions of the telegraph department; see that wire interruptions are promptly tested and definitely located, so linemen will not lose time in finding and removing cause. Interrupted wires must be tried frequently in order that they may again be placed in service as soon as possible after trouble has been removed.

941. Operators must devote themselves to the telegraph service first. They must assist in clerical or other station service when called upon, but must be within hearing of their instrument when possible, and such additional duties must not be permitted to interfere with the telegraph service.

942. They are required to be constantly on duty during the hours assigned them and must not leave their offices without permission from the train dispatcher.

943. They must not permit outsiders to enter the office; must not in any way make public the fact or particulars of accidents, or communicate them to any person whatever, except the proper officers of the railroad. Contents of all messages must be held strictly confidential, and in no manner be made known to any person, except the one addressed; nor be made the subject of remark on the wire. Violations are punishable under state laws.

944. They will advise the train dispatcher promptly as to severity of all storms and extent of damage. When there are indications of heavy winds, cloudbursts, or abnormal weather conditions, they must see at once that cars at their stations are so secured that they will not move and obstruct main track.

945. They must notify yardmasters of passenger, or other important trains, so they can expedite movement through yards.

946. A copy of all train orders and clearance cards issued must be filed in the station records; each month's business should be labeled and tied in a package showing month and year. When a year's business accumulates it will be enclosed in one package and properly labeled.

947. They must never throw a switch for a trainman, except where, by special instructions it is made their duty. They must see that stations are furnished with necessary signal equipment, and ready for use. Should anything endanger the safety of trains on main tracks, see that proper signals are immediately displayed.

948. They will be held responsible for the prompt delivery of messages at their stations. When answers are required, they must make every reasonable effort to obtain them. In case the person to whom the message is addressed cannot be found, they must notify the office at which it originated, without delay.

949. They must understand how to test and patch wires in switchboard, as ordered, and prompt and careful attention must be given this work.

In closing the office for the day or night, plugs must be inserted at bottom of switchboard. Printed diagrams will be furnished upon application to Superintendent of Telegraph.

Switchboards must be examined frequently to see that plugs are in proper place, and tightly set. Care must be taken to keep instruments in proper adjustment at all times. Before opening

key, carefully adjust relay to see that no one is using wire.

Wires must not be grounded in switchboard except when necessary in cases of wire trouble or when ordered by the Wire Chief.

950. Inflammable articles and rubbish of all kinds, including oilcloth and rubber typewriter covers, must be kept away from switchboard, wires and instruments.

951. Batteries must be kept clean and in good working condition. Supplies therefor will be ordered from the Superintendent of Telegraph and at regular times if possible.

952. In closing the office for any length of time, and upon reopening the office after being absent, call up relay office to see if they have business for you, in order to prevent long delays.

953. All messages filed must show filing time and all proper sending notations. Messages telephoned must show date, time, to whom and by whom telephoned.

Station and Train Baggagemen.

960. Station and Train Baggagemen will have charge of the baggage entrusted to the care of the railroad for transportation. They will obey the instructions of the Superintendent and comply with those of the General Baggage Agent, Passenger and Accounting Departments. Their duties are defined by "Manual of Instructions to Station and Train Baggagemen."